

GPHN023 – Training and Events Program Lead

Part time (0.9FTE), Ongoing Position *(subject to funding)*

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland. We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- Ensure health issues are prioritised, understood, and invested in, using local strengths;
- Build and support local capability in primary health care professionals;
- Enable transparent communication and information exchange across the primary health care sector; and
- Improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Training and Events Program Lead

Do you have excellent organisational skills, an ability to build strong stakeholder relationships, and a passion for the health and wellbeing of the Gippsland community?

We currently have a part time (0.9FTE) career opportunity available as the Training and Events Program Lead. The Training and Events Program Lead is responsible for the planning, promotion, monitoring, delivery, evaluation and reporting of the Gippsland PHN training and education calendar of events.

A key function of the Training and Events Program Lead Officer role includes building relationships with subject matter experts, education bodies, stakeholders and professional organisations to ensure the delivery of quality, accredited, relevant and reputable education and training opportunities across Gippsland.

The Training and Events Program Lead Officer will have direct supervision and oversight responsibilities of the Training and Events Support Officer.

We are looking for an astute, agile, dynamic, and outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Develop and implement comprehensive learning and development strategies that align with Gippsland PHN priorities, fostering a culture of continuous learning;
- Lead and ensure the effective planning, promotion, delivery, evaluation and reporting of high-quality education and training events to stakeholders;
- Ensure that education events are reflective of the needs identified through the Gippsland Health Needs Assessment;
- Collaborate cross-functionally with teams and departments to understand the organisation's strategic goals and align training, education, and change management initiatives to support workforce development and organizational growth;
- Design, deliver, and evaluate training programs across various formats (e-learning, in-person workshops, blended learning) to meet the diverse needs of learners;
- Evaluate the effectiveness of training initiatives using metrics, feedback, and performance assessments, and adjust strategies accordingly to ensure continuous improvement;
- Maintain procedures to ensure that expenditure is effectively monitored and contribute to the completion of reports;

- Collaborate with the Communications team, contributing to, and developing marketing plans and materials relevant to education training and events activities;
- Apply sound project management principles and practices to all initiatives delivered under the Training and Events program;
- Ensure educational events comply with quality standards set by respective health professional governing bodies e.g. such as the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM);
- Utilise and maintain event and project management software programs to coordinate and manage events delivered under the Training and Events program;
- Support presenters and provide technical oversight of the Information technology systems used in delivery of online and face-to-face education activities;
- Assess training needs through surveys, interviews etc. using data-driven approaches to prioritise development initiatives and opportunities for innovation supporting health professional's access to quality continuing professional development; and
- Understanding of procurement procedures.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a choice of being based at one of our three office locations (Traralgon, Wonthaggi, or Bairnsdale), with a mix of working from home environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

To view the Key Selection Criteria, please click on the [position description here](#).

[To submit your application which must include a covering letter, resume, and your addressed key selection criteria, please click here.](#)

Alternatively, you can email your application with your **three** attached documents to recruitment@gphn.org.au

Members of the LGBTIQ+ community, those from culturally and linguistically diverse communities, people with lived experience, Aboriginal and/or Torres Strait Islander peoples, and people living with a disability are strongly encouraged to apply.

For further information relating to this position, please contact human resources on **03 5175 5420**.

DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

APPLICATIONS CLOSE: Sunday 3 August 2025

All enquiries and applications will be handled professionally and with the strictest of confidence.

