

Training and Events Program Lead

Part time position (0.9FTE), fixed term contract till 30 June 2023 (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

We currently have a part time (0.9FTE) career opportunity available as a Training and Events Program Lead, reporting to the Coordinator Regional Services. This position is responsible for the planning, promotion, monitoring, delivery, evaluation and reporting of the Gippsland PHN education and training calendar of events. A key function of the 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 role requires exceptional organisational skills and attention to detail to coordinate the delivery of multiple projects with agreed deadlines. A high degree of self-motivation and ability to work autonomously with skills in prioritising workloads is required. The role includes ensuring compliance of continuing professional development (CPD) activities for various health professionals working in primary health organisations. CPD activities are developed to improve clinical and non-clinical skills and competencies of the primary health workforce relating to the health needs of Gippsland.

The Training and Events Program Lead also provides advice and support across teams regarding education and training opportunities and actively contributes to operational planning, and continuous improvement in policies, systems, programs and processes. In addition, the Training and Events Program Lead has direct supervision and oversight responsibilities of the Training and Events Support Officer.

We are looking for an astute, agile, dynamic, outcomes focused team member with skills in administration, customer service, time management, attention to detail, stakeholder engagement, and oral and written communication, with a strong ability to work as part of a team.

Use your technical and professional skills to complete work packages including but not limited to:

- Lead and ensure the effective planning, promotion, delivery, evaluation and reporting of high-quality education and training events to stakeholders;
- Ensure educational events comply with quality standards set by respective health professional governing bodies such as the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM);

- Ensure quality improvement approaches and methods are built into the Training and Events program;
- Contribute to the collection of data to inform and support stakeholder agreements and requests;
- 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;
- 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; and
- Identify opportunities for new initiatives or innovation supporting health professional's access to quality continuing professional development.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with opportunities to work from a mix of office based locations and home office 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:

If this sounds like you – Apply Today!

Applications must address the key selection criteria found within the position description.

To view the position description, which contains the key selection criteria, please visit our careers page at www.gphn.org.au/about-us/careers and click on the [position description](#).

To be considered for this position applications must include a covering letter, a resume, and an addressed key selection criteria document.

Please email all applications with your three attached documents to recruitment@gphn.org.au
For further information in regard to this position, please contact human resources on **0439 157 358**.

Note: Previous Applicants need not apply.

APPLICATIONS CLOSE: 5PM, Tuesday 30 November 2021

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