

GPHN023 – Training and Events Support Officer

Part time (0.6FTE), 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 Support Officer

Do you have excellent organisational skills and an ability to build strong stakeholder relationships?

We currently have a part time (0.6FTE) career opportunity available as the Training and Events Support Officer. The Training and Events Support Officer will provide high-level administrative assistance to the Training and Events Program Lead to support the delivery of training and events to Gippsland Primary Health professionals. The Training and Events Support Officer will have an integral role in the planning, promotion, facilitation, monitoring, evaluation and reporting of all education activities, and will be required to effectively communicate and engage with all levels of internal and external stakeholders.

The role requires exceptional organisation skills in supporting the Training and Events Program Lead to coordinate the calendar of events in the delivery of multiple projects with agreed deadlines. There is also a high level of information technology skills required, with attendance at occasional after-hours events. 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.

A high degree of self-motivation and ability to work autonomously with skills in prioritising workloads is required.

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:

- Contribute to planning, organising, monitoring, reporting and evaluation of training and event activities to ensure the delivery of high-quality education and training to stakeholders;
- Provide administrative support to Training and Events Lead to deliver education events including those that comply with CPD 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);
- Follow sound project management principles and practices to all initiatives delivered under the Training and Events program;
- Utilise and maintain electronic software systems and programs to aid delivery of training and events under the Education and Training program; and

- Support presenters in the delivery of training and events through online and face-to-face forums using a variety of information technology systems and audio-visual equipment.

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 28 September 2025

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

