

Training and Events Support Officer

Part time position (0.6FTE), fixed term contract till 30 June 2022 (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

We currently have a part time (0.6FTE) career opportunity available as a Training and Events Support Officer, reporting to the Training and Events Program Lead. 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 has an integral role in the planning, promotion, facilitation, monitoring, evaluation and reporting of all education activities, and is 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. The role also includes supporting the front of office for reception relief one day per week and during periods of leave. As reception relief, the role requires a high level of performance in customer service as the face of the organisation, with additional office related administrative duties.

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:

- 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;
- 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; and
- Providing general administrative and customer service support.

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**.

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.