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## Position Description

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<b>Title:</b>	Senior Educator
<b>Unit:</b>	Education and Training
<b>Reports To:</b>	Manager, Education and Training Unit
<b>Salary:</b>	\$65,000 - \$75,000
<b>Time Fraction:</b>	Full-time
<b>Employment Status:</b>	Ongoing
<b>Location:</b>	17-23 Sackville Street, Collingwood

### Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### Unit Overview

The Education and Training Unit plays a key role in achieving the short and long-term goals of the VACCHO membership, the development of a highly skilled Aboriginal Health Workforce, and Aboriginal Community Controlled Health sector in Victoria.

The ETU specialises in training programs for the expanding Aboriginal Health Workforce and has specialist expertise in Aboriginal and or Torres Strait Islander Primary Health Care.

We also carry out other projects related to training and development for the benefit of the Aboriginal communities of Victoria and interstate. VACCHO's Education & Training Unit is a Registered Training Organisation.

### Role Overview

The primary purpose of this position is the coordination and delivery of business management training programs, as well as project management of other related courses within the Education and Training Unit.

## **Key Responsibilities and Accountabilities**

1. Effective coordination, design, development, and delivery of accredited training in Management, Administration, Practice Management and Human Resource management programs. This may include the following broad tasks:
  - Program promotion and scheduling
  - Delivering training workshops, incorporating simulated learning, on and off-the-job assessments and appropriate on-the-job activities.
  - Conducting assessments using a variety of methods including paper-based, RPL, and workplace interviews
  - Developing and modifying resources to suit the needs of students and employers, ensuring currency and version control of all learning and assessment resources.
  - Providing assistance to the Manager for recruitment of other facilitators, subject matter experts and guest speakers
  - Evaluation and moderation of the training programs resources and materials
  - Ensuring compliance with AQTF and funding body requirements.
2. Maintenance of a catalogue of non-accredited Short Courses, scheduling, development and delivery of individualised short course programs for clients.
3. Liaison and negotiation with a broad range of stakeholders regarding further development of accredited and non-accredited training programs, and Aboriginal Health workforce development activities.
4. Carry out other duties which are appropriate to the level of the position and skill level and experience of the incumbent, as directed by the Team Leader and Unit Manager.
5. Contribute as an effective team member, providing assistance and support to the Unit as required to meet set objectives.
6. Meet requirements for student and general administration tasks including record keeping associated with the coordination, development and delivery of training programs.

## **Other Position Related Information**

- Travel within Victoria will be required for training in communities.
- A current Victorian Drivers Licence is required.
- All employees are required to have a National Police Check for employment.
- A current Working with Children check is desirable and/or would need to be obtained.
- VACCHO is a Smoke Free Workplace.

## **Key Selection Criteria**

### **Essential Skills/Experience/Qualifications**

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- High level written communication skills including an ability to develop high quality learning resources (paper-based, online), written tenders/submissions and reports
- Knowledge and experience of the Vocational Education and Training system, the Australian Quality Training Framework, and the Australian Qualifications Framework
- Experience as a business services and management educator
- Experience in the coordination and facilitation of high quality learning and skill development programs that meet participant and organisational needs.
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels; develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect
- Strong organisation and planning skills, including the ability to effectively manage time and workload, determine priorities and manage multiple tasks to deadlines. A flexible approach with an ability to adapt to changing circumstances and priorities is required.
- Intermediate proficiency in Microsoft Word, Excel and Outlook programs and high attention to detail

### **Qualifications and Experience**

- Minimum of TAE40104 Certificate IV in Training and Assessment
- A qualification in management (minimum of Diploma level) and/or extensive experience in a management role.