



JOB VACANCY – VICTORIAN ABORIGINAL HEALTH SERVICE

Position Title: Workforce Development Officer
Location: Preston (Melbourne)
Employment Status: 12 months Fixed Term
Reports To: Head of HR

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian indigenous communities. The organisation has expanded steadily over past 40 years to provide a comprehensive range of medical, dental and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organization.

About the Opportunity

The role of Workforce Development Officer is to identify workforce needs and priorities and design workforce development strategies which provide opportunities that build the capacity and support of VAHS employees. This position will focus on liaising with VAHS staff and professional development and training providers and delivering workforce education resources and programs across the organisation.

Key Responsibilities and Accountabilities

Strategy and Planning

- Identify strategies that may be needed to ensure that any future organizational structure is able to support the changing and expanding workforce and professional needs of VAHS programs and services across the organization.
- Develop and nurture any partnerships or strategic alliances with external training providers who may assist in any current and future training activities.

Training and Development

- Liaise with Unit Managers regarding workforce planning to develop a good understanding of the knowledge, skills and abilities the Unit will require in the future.
- Undertake an organization wide training needs analysis to determine current workforce capability and uncover gaps and strengths.

Traineeships/School Base Apprenticeships/Work Placement

- Create opportunities for traineeships for Aboriginal people in the community to build their skills and knowledge to fulfill positions that are currently available and will become available in the future
- Work closely with secondary schools/colleges to facilitate School Based Apprenticeships/Traineeships program

Stakeholder Engagement

- Ensure VAHS has strong industry partnerships with accreditation and credentialing agencies
- Build strategic relationships with other health skilling agencies and providers to co-ordinate workforce development initiatives

- Work collaboratively with Health and Hospital Services to provide integrated education and skilling opportunities

Selection Criteria

- Demonstrated knowledge and experience in health workforce development
- Experience in the development, implementation and evaluation of education/training or up skilling within the primary health care setting
- Demonstrated ability to develop rapport and build relationships with various stakeholders
- Demonstrated ability to think strategically whilst also working operationally
- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Well developed interpersonal, consulting and negotiation skills
- Demonstrated experience engaging, collaborating and influencing key stakeholders and customers to achieve optimal business outcomes

Qualifications, Licenses and Registrations

- Tertiary qualification in business or related discipline
- Certificate IV in Workplace Training and Assessment
- Current Victorian Driving License
- Current Working With Children Check
- Current National Police Check

How to Apply

Applications can be submitted to:

Employment@vahs.org.au before Monday 9am, 10th December 2018. Request for position description can be made via employment@vahs.org.au.