

Position Description

Position Title: Workforce Development Trainer
Position Status: 4 -5 days a week
Reports To: Deputy Chief Executive Officer

SUMMARY

The Workforce Development (WFD) Training Officer will be primarily responsible for developing, promoting and delivering training for community and health sector workforces. The Workforce Development Training Officer will also be a resource within the WFD team to assist with Penington Institute's delivery of other core and fee for service training activities.

ABOUT PENINGTON INSTITUTE

Penington Institute is an independent not-for-profit organisation with a mission to lead responses to drug use that promote safety and human dignity. Our purpose is framed by our knowledge that we need to look at more effective, cost-effective and compassionate ways to prevent and respond to problematic drug use in our community. Penington Institute acknowledges the importance of individual responsibility in relation to substance use, as well as the role of government and community to address the risks that contribute to problematic use of licit and illicit drugs and alcohol.

Our approach

Penington Institute collaborates with a broad range of sectors and organisations to identify and respond to specific substance use problems and their causes. With our outreach to the front-line we are well placed to know and understand the realities of how drugs impact on communities. We add our front-line knowledge and experience to our analysis of the evidence to help support practical research and policy and the development of support services and public health campaigns.

Principles

In pursuing our mission, we are committed to the following principles:

- **Integrity:** We support fair, transparent, evidence-based systems that improve the safety and wellbeing of individuals, families and communities.
- **Respect for Human Dignity:** We focus on the health, safety, and welfare of individuals, families and communities in a way that is consistent with human rights principles. All people, regardless of background, are entitled to feasible and accessible options that nurture their capacity for positive change.
- **Persistence:** We believe that responding to drug use requires innovation and evaluation of a combination of approaches. There is no simple solution but by persisting, we will make a positive difference.
- **Empowerment:** Tackling drug problems is a shared responsibility. Governments must empower communities to manage drug use. Positive change requires individual responsibility tempered with government and community support.

Key outcome areas

We strive to:

1. Encourage and empower people affected by drug use to make safe and healthy choices.
2. Support professionals' capacity to deliver high quality interventions to address the harms associated with drug use.
3. Achieve the right policy and legal framework.

Position responsibilities:

- Assist in the development and ongoing review of the community and health sector service training strategy.
- Promote and deliver training in accordance with the training strategy to the community and health sector.
- Develop and nurture partnerships and relationships across relevant sectors.
- Prepare training proposals.
- Design training curriculum.
- Prepare and develop training materials.
- Deliver training and education programs to Needle and Syringe Programs as well as training services to industry.
- Support and assist in the delivery of other services provided by the Workforce Development Team as opportunities arise.
- Contribute to the preparation of proposals and tender submissions for funding.
- Administrative and communication activities to meet responsibilities above.
- Other activities as requested from time to time as required.

Other Knowledge, Experience and Skills

Teamwork

- Ability to work collaboratively with colleagues.
- Demonstrates high level interpersonal, communication, negotiation, liaison and organisational skills which can be applied across a range of differing cultural environments and diverse communities and organisations.
- Able to participate and contribute to continuous improvement in the team's functioning in a cooperative and collaborative manner.
- Values individual differences and diversity.

Builds and Utilises Stakeholder Relationships

- Build networks within the wider community, sourcing and developing potential future service offerings.
- Maintains strong, positive relationships both internally and externally.
- Uses understanding of the stakeholder to ensure outcomes are achieved.
- Finds innovative solutions to resolve issues.
- Builds trust through consistent actions, values and communication.
- Keeps stakeholders up to date with issues and developments.
- Constructively deals with stakeholder issues.

Communication Skills

- Confidently conveys ideas and information in a clear way.
- Understands and meets the needs of target audiences.
- Welcomes and provides constructive feedback.
- Negotiates persuasively.
- Structures written communications effectively to achieve their purpose, conveying ideas and information in a clear way, with a strong understanding of the information needs of target audiences.

Selection Criteria - Knowledge, Experience, Skills

Essential

- Understanding of adult learning principles and how they apply to different workforce contexts.
- A sound understanding of alcohol and drug issues and the impact of these issues in the workplace and with frontline workers in the community and healthcare sector.
- Demonstrated ability to think strategically whilst also working operationally.
- Excellent organisation and time management skills.
- Excellent verbal and written communication skills.
- Capacity to liaise confidently with people at all levels and from various backgrounds.
- A current unrestricted driver's license and willingness to travel across the state.
- A strong understanding of the workforce development needs of frontline works in the community and health sector and the decision-making processes within these organisations.

Desirable

- Experience delivering and developing training.
- Qualifications relevant to substance use and/or mental health.

Remuneration & working conditions

The person will be based at 95 Drummond Street Carlton with frequent travel to deliver training courses or stakeholder consultation sessions, generally working during normal business hours (Monday-Friday 9am-5pm). Some out of hours work may be required should business needs require it.

An initial two-year appointment, with the option of an extension dependent on funding.

A salary commensurate with experience will be negotiated to attract the calibre of candidate we seek for this key appointment.

Further information

Please contact Dr Stephen McNally for further information on this position by calling 03 9650 0699.