

Position Description

Position Title: Senior Workforce Development Coordinator
Position Status: Full time / Part time – 2-year contract
Reports To: Manager, Research and Workforce Development

Role Summary

The Senior Workforce Development Coordinator will hold primary responsibility for engaging with frontline workforce in the Needle and Syringe Program (NSP) and the broader harm reduction, alcohol and other drug (AOD) and mental health sectors. This engagement includes delivering learning and development content to minimise the harms of drug use. The Coordinator will also be responsible for liaison with the Department of Health around issues that affect frontline workforces.

About Penington Institute

Our vision is that communities are safe, healthy and empowered to manage substance use, including pharmaceuticals and alcohol. We support cost-effective approaches that maximise community health and safety in relation to drugs. Frank and fiercely independent, we connect lived experience with research to improve the management of drugs through community engagement and knowledge sharing.

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 frontline workforce, we are well placed to know and understand the realities of how drugs affect our communities. We combine our frontline knowledge and experience with our analysis of the evidence to support practical research and policy and the development of public health campaigns.

Position responsibilities

- Engage regularly with frontline services to keep abreast of emerging issues and respond to queries regarding practice and policy developments in the sector
- Identify learning and development needs and develop training material that is fit-for-purpose and reflects current evidence/knowledge
- Develop and update educational resources to reflect current knowledge
- Develop and deliver in-person and online learning and development programs to Needle and Syringe Programs and other related workforces
- In collaboration with other Penington Institute staff, develop fee-for-service and other funding streams to support Penington Institute's workforce development
- Prepare learning and development proposals and tender submissions for funding
- Provide guidance, information and advice to assist in the delivery of other services provided by Penington Institute as opportunities arise
- Develop appropriate project management documentation for the workforce development work program
- Undertake administrative and communication activities to meet responsibilities above
- Other activities as required

Knowledge, Experience and Skills

Teamwork

- Is able to work collaboratively with colleagues
- Demonstrates high level interpersonal, communication, and liaison skills which can be applied across a range of differing cultural environments and diverse communities and organisations
- Values individual differences and diversity
- Is able to work independently with minimal supervision when necessary

Builds and Utilises Stakeholder Relationships

- Build networks within the wider community
- Maintains strong, positive relationships both internally and externally

Communication Skills

- Confidently conveys ideas and information in a clear way
- Welcomes and provides constructive feedback
- Structures written and oral 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

Essential

You will have:

- Clinical experience in the alcohol and drug or mental health fields or sound understanding of current alcohol and drug and mental health issues
- A good understanding of the impact of alcohol and other drug issues in the workplace and with frontline workers
- A track record of developing, delivering, and evaluating training content
- An understanding of the workforce development needs of frontline workers in the community and health sector and the decision-making processes within these organisations
- Ability to project manage a number of education/training projects including utilising online training platforms
- Excellent verbal and written communication skills, with the confidence to speak publicly in a range of settings and to liaise with people at all levels and from various backgrounds
- Creativity and innovation in drawing information from a range of sources to research issues and problem solve
- Excellent organisation and time management skills
- Proven self-direction with the ability to exercise initiative, discretion and judgment when working remotely
- A current unrestricted driver's license and willingness to travel across the state as needed, including on occasion overnight stays

Desirable

You will have:

- Experience working in a Needle and Syringe Program or other relevant frontline service
- Qualifications relevant to healthcare and substance use
- Conceptual and analytical skills
- Technical proficiency in using Microsoft tools (PowerPoint, Excel, Teams, Word)

Remuneration and working conditions

This is a full time or part time two year contracted position.

The person will normally be based at the Penington Institute office, currently 95 Drummond Street, Carlton, with occasional travel to deliver in-person 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. A hybrid work model is negotiable with a balance between working from home and in the Penington Institute office.

A salary commensurate with experience will be negotiated to attract the calibre of candidate we seek for this key appointment. An indicative salary range is \$95k - \$110k plus superannuation commensurate with experience.

Equal Opportunity

Penington Institute is an equal opportunity employer and promotes a safe and healthy, harassment free workplace and a healthy balance between work and leisure.

Health and Safety

Penington Institute office is a smoke free workplace.