

Position Description

Position Title: Workforce Development Coordinator
Position Status: Full time – 2-year contract
Reports To: Manager, Workforce Development

Role Summary

Are you a champion of harm minimisation in the management of substance use in the community?

The Workforce Development Coordinator is primarily responsible for engaging with frontline workers in the Needle and Syringe Program (NSP) and the broader harm minimisation, alcohol and other drug (AOD) and mental health sectors. This engagement includes delivering learning and development content to minimise the harms of drug use.

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 drug use 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 stay abreast of emerging issues in the harm minimisation sector and offer advice, when needed, regarding practice and policy developments
- Identify learning and development needs and develop/update training and education resources that reflect current evidence and knowledge
- Develop and deliver in-person and online learning and development programs to NSPs and related workforces, including NSP 101 and COPE (Community Overdose Prevention Education) training
- In collaboration with other Penington Institute staff, develop fee-for-service and other funding streams to support Penington Institute's workforce development program
- 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 project management documentation for the workforce development work program
- Undertake administrative and communication activities to meet the above responsibilities
- Other activities as required

Knowledge, Experience and Skills

Teamwork

- Works collaboratively with colleagues
- Demonstrates high-level interpersonal, communication and liaison skills across diverse cultural environments, communities and organisations
- Values individual differences and diversity
- Works independently with minimal supervision when necessary

Builds and Utilises Stakeholder Relationships

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

Communication Skills

- Conveys ideas and information confidently and clearly
- Welcomes and provides constructive feedback
- Communicates effectively by being sensitive and responsive to the needs of target audiences

Other Skills

- Strong conceptual and analytical skills
- Excellent organisational and time-management skills

Selection Criteria

Essential

You must have:

- 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
- A good understanding of the principles of harm minimisation and the workforce development needs of frontline workers in the community and health sector
- Demonstrated experience of developing, delivering and evaluating training material, including with online training platforms
- Creativity and innovation in drawing information from a range of sources to investigate issues and problem solve
- Proven self-direction with the ability to exercise initiative, discretion and judgment when working remotely
- Technical proficiency in using Microsoft tools (PowerPoint, Excel, Teams, Word, Outlook) and Zoom
- A current unrestricted driver's license and ability to travel across the state as required, potentially including overnight stays on occasion

Desirable

You preferably have:

- Clinical experience in the AOD, harm minimisation or mental health fields with a sound understanding of current AOD and harm minimisation issues
- Qualifications relevant to healthcare, substance use or mental health
- Experience using a CRM (Customer Relationship Management) system
- Lived experience of substance use issues or mental health issues

Remuneration and working conditions

This is a full-time, two-year contracted position.

The position will be based at the Penington Institute office, 99 Elgin 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). Out-of-hours work may be required from time to time. A hybrid work model is negotiable for 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 sought for this key appointment. Package up to \$15,900pa pre-tax salary to pay for everyday expenses and benefit from a \$2,650 meals and entertainment card before income tax is calculated, increasing take home pay.

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.