

## Position Description

Position Title: Workforce Development Trainer  
Position Status: Part time/full-time – 2-year contract  
Reports To: Deputy Chief Executive Officer

### Role Summary

The Workforce Development Trainer will be primarily responsible for delivering workforce development and training to community and health sector workforces including Needle and Syringe Programs to minimise the harms of drug use across Victoria.

### About Penington Institute

Our vision is that communities are safe, healthy and empowered to manage substance use. We connect lived experience and research to improve community safety in relation to drugs including pharmaceuticals and alcohol.

Fiercely independent, we tackle the difficult questions through research and analysis, promotion and advocacy, consumer and community engagement, and education and collaboration with frontline workers and like-minded organisations.

### 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 frontline 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.

### Position responsibilities

- Engage regularly with frontline services to keep abreast of emerging issues
- Identify training needs and develop training material that is fit-for-purpose and reflects current evidence/knowledge
- Deliver training and education programs to Needle and Syringe Programs and other related workforces
- Assist in preparing training proposals and tender submissions for funding
- Support and assist in the delivery of other services provided by Penington Institute as opportunities arise (for example: providing guidance, information and advice)
- Administrative and communication activities to meet responsibilities above
- Other activities as required

### Knowledge, Experience and Skills

#### Teamwork

- Ability 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

#### 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 - Knowledge, Experience, Skills**

#### **Essential**

You will have:

- a track record of developing and delivering training content
- a good understanding of alcohol and other drug issues and the impact of these issues in the workplace and with frontline workers in the community
- an understanding of the workforce development needs of frontline workers in the community and health sector and the decision-making processes within these organisations
- excellent organisation and time management skills
- excellent verbal and written communication skills
- the ability 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
- creativity

#### **Desirable**

You will have:

- experience working in a Needle and Syringe Program or other relevant frontline service
- qualifications relevant to substance use and/or mental health

#### **Remuneration and working conditions**

This is a full time or part time contracted position.

The person will normally be based at the Penington Institute office, currently 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.

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

#### **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.