

## Position Description

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

### Role Summary

The Senior/Workforce Development Trainer will be primarily responsible for designing, developing and delivering high quality training for community and health sector workforces including Needle and Syringe Programs to minimise the harms of drug use across Victoria.

The Workforce Development Trainer will play a key role with Penington Institute's delivery of other core and fee for service training activities.

### 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.

### 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. Maximise individual and community health and safety
2. Increase influence through targeted health research and promotion
3. Drive organisational performance

### Position responsibilities

- Engage regularly with frontline services to keep abreast of emerging issues
- Identify training needs
- Develop training that is fit-for-purpose, high quality and reflects current evidence/knowledge
- Promote and deliver training in accordance with the training strategy to the community and health sector

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

### **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
- 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**

- You will have a track record of excellence in developing content for and delivering training
- Understanding of adult learning principles and how they apply to different workforce contexts
- A good 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
- At least five years' experience working in the harm reduction/AOD/health sector
- A strong understanding of the workforce development needs of frontline workers in the community and health sector and the decision-making processes within these organisations
- Demonstrated ability to think strategically whilst also working operationally
- Excellent organisation and time management skills
- Excellent verbal and written communication skills
- Creativity and initiative
- 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

**Desirable**

- Experience working in a Needle and Syringe Program or 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.

**Confidentiality**

Information about Penington Institute must be maintained in strict confidence. A breach of confidence will constitute misconduct which may result in disciplinary action, up to and including termination of your employment.

**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.