

Position Description

Occupational Violence and Aggression (OVA) Training Administrator

Classification:	Administrative Officer – Health Services Grade 2 (HS2)
Business unit/department:	Workforce Health, Safety and Wellbeing
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	8 hours per week
Reports to:	Lead Training Coordinator - OVA
Direct reports:	Nil
Financial management:	N/A
Date:	December 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position Purpose

This position supports the strategic direction of the Workforce Health, Safety and Wellbeing department at Austin Health by providing administrative support to the OVA education and training program and enhancing the team profile by supporting strategic OVA initiatives.

About the Department

The Workforce Health, Safety and Wellbeing Department sits within the People and Culture Directorate at Austin Health. It is based at the Heidelberg Repatriation Hospital and is responsible for providing advisory services, strategic direction and planning for the health, safety and wellbeing of the workforce across all campuses, covering over 11,000 employees.

Key areas of responsibility include occupational health and safety management systems, injury management and return to work, workforce wellbeing, emergency preparedness and business continuity.

Position Responsibilities

- Supporting the administrative function of the OVA education and training team by:
 - Establishing and maintaining annual OVA education and training schedule/s.
 - Coordinating training locations and room bookings.
 - Maintaining the ATLAS Learning Management System with evidence of participant attendance.
 - Advertising and promoting upcoming OVA education and training workshops and courses.
 - Updating OVA content on the Workforce Health, Safety and Wellbeing intranet page.
 - Preparing and distributing relevant documentation to training facilitators (e.g. Attendance Sheets and education and training content).
 - Liaising with training facilitators to organise/reschedule sessions as required.
 - Organising catering for training sessions.
 - Sending training reminders to training facilitators and participants.
- Participate in relevant OVA related committees (e.g. OVA Prevention Committee) by preparing meeting agendas and minutes for those committees.
- Prepare regular OVA KPI reports, OVA related committee KPI reports and other ad hoc reports as required.
- Support the maintenance of the Workforce Health, Safety and Wellbeing intranet site ensuring all information is kept current.
- Draft, review and maintain document control for OVA related policies, procedures, guidelines and other documentation as required, and in line with relevant legislation and best practice.
- Office management - Correspondence, mail, coordinating appointments, document control, organising meetings, room bookings, purchasing and restocking office supplies and answering email and telephone queries.
- Other administrative duties in the Workforce Health, Safety and Wellbeing team as directed by Line Manager.

Selection Criteria

Essential skills and experience:

- High level administrative and clerical skills - Experience in the provision of administrative support services.
- High level written and oral communications skills, and interpersonal skills.
- Keyboard and computer skills and knowledge of a range of software packages including Microsoft 365 and other applications.



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- Self-directed ability to work with minimal supervision, use initiative and problem-solving skills with an ability to multitask when required.
- Commitment to providing a customer focused service to the Workforce Health, Safety and Wellness team, and other internal and external stakeholders.

Desirable but not essential:

- Certificate III or IV in Business Administration
- Certificate IV in Training and Assessment.
- Understanding of the Victorian Public Hospital system or similar clinical environments.
- Understanding Occupational Health and Safety (OH & S) management systems, education/training and general processes.
- Understanding of Austin Health administration systems and processes.

Professional Qualifications and Registration Requirements

There are no qualifications or registration requirements for this role.

Quality, Safety and Risk – All Roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service (NSQHS) Standards and other relevant regulatory requirements.

Other Conditions – All Roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *Our actions show we care; We bring our best; Together we achieve; and We shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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General Information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and Wellness of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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