

Austin Health Position Description



Position Title: Training & Development Lead

Classification:	HS5
Business Unit/ Department:	Discovery & Innovation Unit
Work location:	Austin Health [X]
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Employment Type:	Fixed-Term Part-Time
Hours per week:	24 hours
Reports to:	Director Operations – Discovery & Innovation Unit
Direct Reports:	HREC members
Financial management:	Budget: \$0
Date:	07 November 2024

About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

The Learning and Development Lead is responsible for designing, implementing, and evaluating learning and development programs that enhance the skills and capabilities of Austin Health Human Research Ethics Committee Members. This role will work closely with other functions of the Discovery & Innovation Unit to identify training needs and develop strategies to address them.

About Discovery & Innovation Unit

Vision

Austin Health's strategic vision is to be a national leader in research and teaching by developing research and learning across the Austin Health precinct with our University and Research partners. To do this, the Discovery & Innovation Unit (D&I) has a key role in fostering and growing the precinct partnership model to grow the scale and impact of Austin Health's translational and health service researchers.

Mission

D&I is recognised as the hub for research and development at Austin Health. Our mission is to encourage, support and guide the development, promotion and application of Austin Health precinct translational research and intellectual property. This enables us to collaborate with researchers to design and implement novel and quality treatment for our community. We are guided by the accreditation Standards set in the National Clinical Trials Governance Framework, the National Statement and the Australian Code of Conduct.

Purpose and Accountabilities

Role Specific

- Develop and implement comprehensive learning and development programs.
- Conduct training needs assessments and identify skill gaps.
- Develop onboarding resource and program.
- Design and deliver training sessions, workshops, and seminars.
- Evaluate the effectiveness of training programs and make necessary adjustments.
- Provide coaching and support to Human Research Ethics Committee Members to enhance their professional development.
- Monitor and report on training outcomes and metrics.
- Stay updated with industry trends and best practices in learning and development.
- Promote a culture of continuous learning and improvement within the organisation.

Key Milestones

1. **First 3 Months:** Conduct a comprehensive training needs assessment and develop a detailed training plan for the organization.

2. **First 6 Months:** Implement the initial phase of the training programs, including the launch of the Learning Management System (LMS).
3. **First 12 Months:** Evaluate the effectiveness of the training programs and make necessary adjustments. Ensure that training for HREC members meets accreditation standards and enhances their ability to conduct timely and expert reviews.
4. **Ongoing:** Continuously monitor and report on training outcomes and metrics. Stay updated with industry trends and best practices in learning and development.

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

Selection Criteria

Essential Knowledge and skills:

- Bachelor's degree or post-graduate degree in Education, or a related field.
- Proven experience in designing and delivering learning and development programs.
- Strong knowledge of adult learning principles and instructional design.
- Excellent communication and presentation skills.
- Ability to work collaboratively with various stakeholders.
- Proficiency in using Learning Management Systems (LMS)

Desirable but not essential:

- Certification in Training and Development.
- Experience in the healthcare industry.
- Knowledge of e-learning platforms and tools.

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	