



**Position Description**

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**AWH - WODONGA CAMPUS STAFF DEVELOPMENT COORDINATOR**

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**Designation:** Staff Development Coordinator.

**Level:** Equivalent to Grade 5 Victorian Nurses Award

**Program/Unit:** Human Resources/Staff Development.

**Purpose of Position:**

To plan, lead, implement and manage staff development at Albury Wodonga Health(AWH)-WC, to ensure the efficient and cost effective delivery of relevant and innovative education and training programs. Education provided by AWH is inclusive of but not confined to: staff development through education and training (both on and off site), post graduate courses in conjunction with tertiary institutions, undergraduate student clinical placements, mandatory education and the organisation wide orientation program. To provide advice to the Executive on the organisations direction and management strategies to ensure a dynamic service related education and training program.

**Organisational Environment/Reporting Relationships:**

- The Staff Development Coordinator will work in collaboration with Executive and Senior Employees in relation to delivering educational and professional development services throughout Albury Wodonga Health. The Staff Development Coordinator is accountable to the Human Resources Director.
- The Staff Development Coordinator will work with the Human Resource Director, Department Heads, Program and Unit Managers, Nurse and other discipline Educators, Infection Control and the Quality and Safety Program, promoting the development of key relationships, values and work across all areas of the Health Service to promote education and training pertinent to the future growth of AWH.
- The Staff Development Coordinator will administer the education grants (including Training and Development, Continuing Nurse Education, Enrolled Nurse Study Leave) and specific project grants providing analysis, evaluation and management in conjunction with the Finance Department.
- The Staff Development Coordinator assumes responsibility for his/her own actions whilst promoting and practising professional standards of practice and conduct.

**Supervisory Responsibilities:**

- Graduate Program Coordinator
- Clinical Support Nurses
- OH&S Clinical Coordinator/Patient No Lift Coordinator
- Clinical Education Staff
- Education Administrative Support personnel

Project Officers (as requested by the executive) **Primary Responsibilities:**

KP1 ~ Leadership:

- Lead the creation / revision and development of staff education and training at AWH ensuring the development and maintenance of care standards by providing strong leadership and role modelling. Facilitate and participate in problem solving considering the practice of health professionals.
- Plan, lead and manage the effective use of organisational resources for staff development and training.
- Lead staff development initiatives to ensure a strategic focus on performance improvement and customer needs within the health environment.
- Ensure effective and efficient management of student and undergraduate placements by working with Program and Unit Managers and the tertiary sector. (Universities and colleges.)
- Lead, promote and manage postgraduate programs in collaboration with tertiary organisations.
- Delegate effectively by entrusting responsibilities and authority to others within their roles.
- Promote competency, professionalism and pride in all activities sponsored and conducted through the role.
- Foster a safe harmonious, productive working environment and ensure that AWH practices comply with Legislation (State and Government) and AWH policies.
- Adhere to and promote to all staff AWH Infection Control policy and procedures, Department of Human Services (DHS) guidelines and Australian Standards regarding Infection Control.

KPI 2 Personal and Professional Development:

- Establish goals for own professional growth by maintaining an active professional development program.
- Preparedness to share knowledge and skills with other staff via formal and informal training.
- Exhibit behaviour, which reflects a commitment to the AWH philosophy of value of self and others, customer service and excellence of service delivery.
- Participate in professional organisations.
- Participate actively in the AWH staff performance review and performance management process.
- Provide evidence of mandatory education on an annual basis.
- Mentor, coach, acknowledge, empower and challenge staff whilst exhibiting flexibility, credibility, commitment, enthusiasm and an attitude of care.

KP3 ~ Customer Service:

- Promote good interpersonal relationships throughout the organisation, recognising internal and external customers.
- Serve as a resource for clinical staff concerning professional practice standards, registration boards, legislative regulations, and education and management theory.
- Interpret information and activity of all health professionals and hospital departments to provide appropriate advice for education and training.
- Serve as a consultant in staff education and management.
- Act as a communication link between education, human resource management and all AWH work places.
- Provide advice to Executive Directors to ensure AWH meets its goals in the provision of education programs and services within the context of Government commitments and requirements of health services.
- Ensure an effective interface with the tertiary sector that enhances cross discipline student and undergraduate experience at AWH.
- Comply with and promote to all staff the AWH Code of Conduct.

- Ensure that patient rights of human dignity, confidentiality, privacy and informed consent are maintained.

KP4 ~ Team Work and Communication:

- Collaborate with clinical and non clinical managers in planning the on going education of AWH staff.
- Collaborate with clinical educators, Program and Unit managers to identify and analyse learning needs of staff.
- Contribute to the development of an organisational learning culture which is:
  - Focused on the work of staff in all sectors of the health service.
  - Exists to serve and support staff and the community.
  - Promotes the development of key relationships and values.
  - Works collaboratively with interest groups.
  - Promotes the significant role of education and training in the future delivery of health services.
  - Values team work, problem solving and strategic issue management.
- Participate in committees, working parties and undertake the management of organisational wide projects relevant to education and training.
- Participate in the maintenance of, and update knowledge of AWH emergency plans, policy and procedures to maximise effectiveness in a crisis situation.
- Make informed decisions confidently and solve problems fairly and effectively using staff input.
- Communicate effectively and accurately and document relevant information in line with AWH policies and procedures.

KP5 ~ Documentation and Administration:

- Participate in the process and facilitation of root cause analysis and other risk management activities utilising professional and educational skills and resources.
- Participate in, and facilitate policy and procedure development and use throughout the organisation recognising legal implications for practice.
- Develop staff education and training policies and procedures pertinent to the goals and planning of the health service.
- Predict control, research, evaluate and make recommendations for projects making the appropriate budget adjustments or submissions to relevant funding bodies.
- Manage resources in an efficient and cost-effective manner reporting budget outcomes on a regular basis.
- Review documentation and promote clinically effective, accurate notation that conforms to legal requirements.
- Maintain confidentiality of information in compliance with privacy legislation.
- Contribute to and maintain where required data collection for statistical purposes and collate where required Unit / Departmental data for presentation to appropriate bodies.

KP6 ~ Continuous Quality Improvement:

- Contribute to continuous Quality Improvement by promoting professional practice, organisational awareness, customer service and clinical excellence in all areas of work.
- Assess the professional and academic needs of staff through annual needs assessment, analysis and evaluation of previous programs by working with advisory groups, discipline groups and the Nursing Education Sub Committees and other relevant committees.
- Influence best practice in all aspects of clinical care utilising principles of evidence based practice and action research.

- Foster compliance with and promotion of Occupational Health and Safety systems through the appropriate educational strategies.
- Foster the safe and effective handling of all equipment and consumables through identification of appropriate educational / developmental strategies. Promote to all staff AWH Infection Control policy and procedures, Department of Health (DoH) guidelines and Australian Standards.
- Initiate and participate in Quality Improvement activities within the Program/Unit and across the organisation.
- Participate in and promote the value of research that contributes to development of evidence-based clinical practice and improved standards of care.
- Promote the reporting of incidents and where required investigate adverse events and complaints providing action strategies to address the identified issues.

**Specific Delegations:**

Information Technology:

Demonstrate a knowledge and willingness to build knowledge and understanding of Information Technology and utilise it to provide data that improves information, knowledge, patient care, communication and resources management.

Occupational Health and Safety:

Demonstrate knowledge of responsibilities and utilise the OH & S Act (1985) in staff and Program management. Member of the WC OHS committee.

Committee Representation:

Attend and or facilitate Committees or Working Parties as designated and contribute to the objectives and goals of these groups.

Change Management:

Demonstrate the ability to positively influence change and process within the Program or organisation by utilising personal, professional and managerial knowledge and skills. The development of trust, empowerment of staff and open communication are essential for effective change management. Demonstrate a creative and innovative problem solving ability, whilst maintaining objectivity.

Financial Management:

Demonstrate an understanding of financial costs associated with Program management and take responsibility for Unit/Program operational management that reflects the Program budget.

Human Resource Management:

Demonstrate a sound knowledge and understanding of contemporary human resource management with particular reference to Occupational Health and Safety, Equal Employment Opportunity and Anti discrimination legislation.

**Performance Review:**

Develop and maintain a three-year Business Plan in line with the strategic objectives of the organisation and AWH Vision Statement.

Performance Review will be conducted according to the Performance Review Policy.

**SELECTION CRITERIA  
STAFF DEVELOPMENT COORDINATOR**

1. Qualified Health Professional with relevant current registration or membership of discipline.
2. Tertiary qualifications appropriate to the responsibilities of the position or working towards same.
3. Thorough knowledge and understanding of vocational education and health service education issues.
4. Extensive experience and skills in the development and implementation of responsive teaching and learning strategies that relate to clinical practice, quality and safety.
5. Comprehensive management skills and experience, including leadership and people skills to ensure the effective use of resources and that the organisation is strategically focused on performance improvement and customer needs.
6. Well developed strategic analysis, planning and advisory skills.
7. Outstanding communication and interpersonal skills to ensure collaboration and for establishing regular consultation across the organisation and with the education section.
8. An understanding of Government Policy, direction, objectives in relation to Health Service, Quality and Education.
9. A sound knowledge of contemporary human resource management with particular reference to OH & S, EEO and Anti Discrimination Legislation.

Signature of employee .....

Witness .....

Date .....

Annexes:

Other Relevant Information: OH & S Act 1985.  
Code of Conduct

References:

Contact Point: EDPS.

THIS SECTION FOR QUALITY OFFICE USE ONLY		
<b>Approval Committee:</b>	<b>Date Approved:</b>	<b>Computer File Location:</b>
Human Resources Manager		J:\W_Accred...
<b>Responsible Department:</b>	<b>Date for Review:</b>	<b>Manual Location:</b>

## STAFF DEVELOPMENT COORDINATOR

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EDPS		Position Description Manual
<b>Version No:</b>	<b>Original Approval Date:</b>	<b>Previously Named As:</b>
2	February 1999	Staff Development Officer