

# POSITION DESCRIPTION

Director of Education, Training and Research

## *Supporting Everyone to be healthy and live well*

### **PURPOSE OF THE ROLE**

With a strategic and long-term focus on driving the future direction of Organisational Learning, Development and Research, the role provides leadership in building a learning and research culture that drives change and monitors the internal and external business environment across all hospital disciplines (Nursing, Medical, Allied Health & Corporate). The role creates opportunities for new and existing partnerships, industry relationships and innovations that drives pivotal strategic alliances.

<b>Position Details</b>	
Position Title:	Director of Education Training & Research
Department	People & Culture
Reports to:	Executive Director of People & Culture
Positions Reporting to this role:	Nursing Workforce Manager, Extended Rural Cohort Student Lead, Clinical Lead Medical Education, Allied Health Educator, Regional Workplace Trainers & Career Coaches, Medical Education Officer & Innovation Lead, Accommodation Coordinator, People & Culture Reception, Victorian Rural Generalist Coordinator, Research Health Academic Network Coordinator,
FTE:	0.9EFT
Budget:	Oversees est \$2.2M which includes grants
Enterprise Agreement:	Health and Allied Health Services, Managers and Administrative Workers 2021-2025
Position Classification:	HS9
Position Description last reviewed:	6/03/2024

<b>Key Accountabilities</b>
Accountable for the management of the education budget including managing and acquitting grant funds provided.
Provides leadership and management to the education and research team to achieve outcomes
Provide regional and sub-regional leadership, looking for opportunities to share, partner and build stronger networks and outcomes.
<b>Learning and Development</b>
Leads department strategic planning and contributes to organisational strategic planning, taking accountability for the achievement of the Organisation Learning and Development outcomes for ERH.
Leads and oversees the divisional learning and development programs supported by managers, advisors and specialist leads to deliver services that meet the career aspirations of individuals, the workforce development needs of ERH and the industry and embeds innovative and contemporary practices and change management principles.

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Establishes and maintains strategic alliances and partnerships with key education, community and industry stakeholders to support the delivery of training and workforce development.

Leads the development of growth of commercial activities across the learning and development strategy including identification and achievement of business opportunities

### **Research**

Lead the ERH governance oversight of Research including the site readiness for clinical trials

Direct and support the implementation of the research portfolio across the region

Take accountability for the, implementation of the Innovation and Research strategy

In consultation with stakeholders, develop new and existing strategic alliances and partnerships regionally and use marketing principles to promote research

Review Research and research talent programs for continuous improvement and support change management processes for sustainable success

### **Accommodation**

Direct and support the accommodation coordinator to operationalise the ERH accommodation portfolio and implement cost savings and improvement initiatives where appropriate.

Work with the Executive of People & Culture to develop, implement and evaluate an accommodation strategy to meet the market needs

## **Selection Criteria**

### **Essential:**

Bachelor or higher in Education, Business or Human Resources or equivalent experience

Experience in Learning, Development or in the Education sector

Behavioural qualities that reflect ERH Values

Leads collectively. Seeks and builds key relationships and focuses on working together

Demonstrated ability to think critically and work with ambiguity and autonomy to assess solutions, impacts, and take calculated risk

Experience in developing and implementing strategy that considers the existing and future environment and can remain agile through implementation.

Prioritises and is resilient in facing challenges, finding solutions to overcome and be ready to take opportunities.

Builds capacity. Proactively develops others, shares learnings and champion diversity, equality, and inclusion.

Leads with adaptability. Continuously seeks to understand personal strength and areas of growth and adjusts leadership style in different contexts

### **Desirable:**

Understanding of healthcare workforce pathways

## **Organisational Responsibilities**

Positively promote ERH within and externally to the organisation

Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct





Each employee has a responsibility to comply and promote practices with all ERH policies

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and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

## CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

## Key Relationships

Internal	External
ERH Executive, Department Heads, Educators, VMOs & ERH Workforce	Universities, TAFE, Department of Health (DoH), other rural, regional and metropolitan Health Services.

## Leadership Capabilities


The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

✓ **PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL**

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
	Inspires direction & purpose				
	Turns challenges into opportunities				
	Communicates effectively				

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<b>Collaboration</b> 	Builds relationships				✓
	Works collaboratively			✓	
<b>Accountability</b> 	Acts with integrity			✓	
	Demonstrates accountability				✓
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
<b>Respect</b> 	Accessible communicator				✓
	Values difference			✓	
	Consistently articulates direction			✓	
	Empowers others			✓	
	Respectfully influences				✓
<b>Excellence</b> 	Delivers results				✓
	Plans and prioritises				✓
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader			✓	

## TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

cc: Employee File