

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.

Position Details

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|-------------------------------------|---|
| Position Title: | Director of Education Training & Research |
| Department | People, Culture and Safety |
| Reports to: | Executive Director People, Culture and Safety |
| Positions Reporting to this role: | 18fte Nursing Education, Medical Education, Allied Health Education, Corporate Education, Accommodation & Research |
| FTE: | 0.9EFT |
| Budget: | \$2.2M |
| Enterprise Agreement: | Health and Allied Health Services, Managers and Administrative Workers 2021-2025 |
| Position Classification: | HS8-9 |
| Position Description last reviewed: | June 2025 |

Key Accountabilities

Provide direct leadership, support and management to the education and research team to ensure quality outcomes are achieved

Accountable for the oversight of the education budget, including the management and acquitting of grant funds.

Provide regional and sub-regional leadership, seeking opportunities to share, partner and build stronger networks that lead to enhanced outcomes.

Learning and Development

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 through embedding innovative and contemporary practices and change management principles.

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

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Research

Leads 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:

Qualifications:

- Minimum Bachelor in Education, Business, Human Resources or equivalent or Tertiary Qualifications in a relevant health related field

5+ years' experience in Learning, Development, Education or Leadership

Strong people centred leadership skills and behavioural qualities that reflect ERH Values

Actively seeks and builds key internal and external relationships with a key focus on working collaboratively within the direct team and organisation wide setting

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.

Satisfactory evidence of; National Police Check, Working with Children's Check, NDIS Check and Vaccination status in line with policy and procedure at this time.

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 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

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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:

| | |
|--|--|
| Collaboration  | 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 |
| Accountability  | Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them |
| Respect  | Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience |
| Excellence  | 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 |
|---|-------------------------------------|------------|------------|----------|-----------------|
| Collaboration  | Inspires direction & purpose | | | | |
| | Turns challenges into opportunities | | | | |
| | Communicates effectively | | | | |
| | Builds relationships | | | | ✓ |
| | Works collaboratively | | | ✓ | |
| Accountability | Acts with integrity | | | ✓ | |
| | Demonstrates accountability | | | | ✓ |
| | Drives accountability | | | ✓ | |

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|  | Manages self | | | ✓ | |
| | Promotes innovation | | | ✓ | |
| Respect  | Accessible communicator | | | | ✓ |
| | Values difference | | | ✓ | |
| | Consistently articulates direction | | | ✓ | |
| | Empowers others | | | ✓ | |
| | Respectfully influences | | | | ✓ |
| Excellence  | 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