



POSITION DESCRIPTION

Position: Coordinator, Learning and Development

Mallee Sexual Assault Unit – Mallee Domestic Violence Service (MSAU-MDVS)

Our Values: Respect, Integrity, Collaboration, Care, Accountability, Innovation

Our vision: Safety for all

Mallee Sexual Assault Unit and Mallee Domestic Violence Service is an essential part of the primary health care system funded by government. These services are provided free and are available to all victim survivors.

The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to Victim survivors and significant others of sexual assault and domestic and or family violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence.

Our agency has been delivering services in the community for over thirty years.

The services we provide include:

- Core and Cluster refuge service with several single unit properties in the community
- Family violence case management services to victim survivors
- Sexual assault case management services to victim survivors
- Therapeutic services for victim survivors of both family violence and sexual assault
- 24 hour family violence and sexual assault crisis service
- Partner of the Mallee Orange Door
- Outreach offices in Swan Hill
- Swan Hill Orange Door access point
- RAMP Coordination for the region
- FSP Coordination for the region
- Personal Safety Initiative Coordination for the region
- Child Protection partnership programs



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Position Title	Coordinator Learning and Development
Program	People & Culture
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 – Level 5
Salary range	\$97,000 – \$101,000 per year (Pro rata)
Location	Mildura
Employment status	Ongoing – part time (0.8 FTE)
Hours per week	30 hours per week
Reporting relationship	Executive Manager People & Culture
Position Objectives	<p>Reporting to the Executive Manager People & Culture the Coordinator Learning & Development is responsible for delivering and evaluating training programs and initiatives to improve the capability and knowledge of our people and enhance organisational performance.</p> <p>The role will coordinate the delivery of learning and development initiatives ensuring opportunities are provided to our people to grow and develop.</p>
Key responsibilities	<ul style="list-style-type: none"> • Collaborate with subject matter experts, managers and other stakeholders to ensure that learning experiences are aligned with organisational goals and objectives. • Working with the relevant Managers, assist to support employee professional development by recommending options for training to help address employee skill gaps within the workplace particularly as it relates to Recommendation 209 from the Family Violence Royal Commission. • Identify quality learning content, materials and learning tools, including eLearning, mandatory and professional development programs. • Provide best practice learning and development advice to the business through identifying emerging trends, best practice and opportunities • Deliver and coordinate the new employee induction program, internal workshops and training forums • Coordinate and manage the Training Calendar and various Training Registers including Rec 209 and employee Skills Matrix. • Implement and maintain cyclical refresher training to ensure competency levels and qualifications to re-enforce professional development. • Provide information to Program Managers where training or qualification deficits of individual staff members are identified.



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	<ul style="list-style-type: none"> Regularly evaluate the content and delivery of training modules to ensure they reflect current research, best practice principles and any accreditation requirements Evaluate the effectiveness of training programs and initiatives and make recommendations for improvement. Ensure that all learning and development initiatives encompass current and future workplace inclusion and diversity. Maintain the Elmo system to capture and record the skills, trainings, certification and qualifications of all staff. Monitor and report divisional training expenses as required.
Key Selection Criteria	<ol style="list-style-type: none"> Demonstrated experience in implementing training content across a wide variety of topic areas, ideally within a community services context. Strong facilitation skills with the ability to relate to and work with staff at all levels. Demonstrated understanding of adult learning principles and teaching styles/strategies to achieve desired outcomes. Demonstrated ability to provide advice and support to Program Managers and employees on learning and development strategies, training and outcomes. Excellent verbal and written communication skills and ability to write clear and engaging communications for a variety of audiences and purposes. Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals Demonstrated proficiency and experience using Microsoft applications (e.g., Microsoft Word, Excel, Outlook, Project Management) combined with a high level of accuracy and attention to detail Demonstrated empathy and cultural awareness and a genuine interest in meeting the needs of diverse communities while seeking positive high-quality outcomes for all. Excellent time management and organisational skills with a demonstrated ability to meet deadlines and commitments.
Desirable Qualifications	<ul style="list-style-type: none"> Qualifications in education, training or another related field
Specialist expertise/experience	<ul style="list-style-type: none"> Experience working in or with a community services organisation and an understanding of the learning and development needs of the workforce.
Pre-employment checks	<p>All appointments require:</p> <ul style="list-style-type: none"> Reference checks A National Police records checks (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency.



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	<p>Applicants can obtain a check through an organisation providing international police checks via an internet search)</p> <ul style="list-style-type: none"> • Employment history check (including misconduct or disciplinary action disclosure) • Working with Children Check both for Victoria and New South Wales • Current Driver's Licence.
<p>Cultural safety in the workplace</p>	<p>MSAU-MDVS recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how MSAU-MDVS can provide for and engage with Aboriginal people and communities more effectively.</p>
<p>Conditions of Employment</p>	<ul style="list-style-type: none"> • Salary and conditions are in accordance with the SCHADS AWARD 2010. • Salary packaging and Remote Housing incentive is offered with this position. • Optional monthly RDO accrual for full time employees based on the option of a 40-hour working week. • All offers of employment are subject to a satisfactory Police record check, Working With Childrens Check NSW & Vic, current driver's licence. • All offers of employment are subject to a six-month probationary period. • All staff members will be asked to participate in an annual performance review. • Pre Existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.

Salary and conditions are in accordance with Social, Community, Home Care and Disability Services Award 2010. Salary packaging and Remote Housing incentive is offered with this position.

Optional RDO accrual every four weeks for full time employees based on the option of a 40-hour working week.

All offers of employment are subject to a satisfactory Police record check, employment history check (including misconduct or disciplinary action disclosure), Working with Childrens Check NSW & Vic and current driver's licence.

All offers of employment with Mallee Sexual Assault Unit - Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will be asked to participate in an annual performance review.

Pre Existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____



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Date: _____