

JOB TITLE	Health Program Coordinator (Workforce Development) / Primary Care Workforce Development Coordinator
REPORTS TO	Snr. Program Manager- Primary Care Development
DIRECT REPORTS	N/A
DATE	November 2024
CONTRACT TYPE	Part time 0.6 / Fixed Term

ORGANISATONAL CONTEXT

Our employees are supported to utilise the breadth of their skills and expertise in achieving the organisation's goals.

Our employees are community focussed, embrace change, are agile and are solution focused.

Our employees are committed to our organisational values that guide our decision making and behaviours.



POSITION OBJECTIVE

This role coordinates the Workforce Planning and Prioritisation Program and plays a key role in formulating a regional workforce strategy through workforce planning needs assessments, preparing training and capacity reports, and mapping training pathways. The coordinator will also support Primary Care Workforce programs by carrying out targeted needs stakeholder engagement activities to identify capability requirements, knowledge and skills gaps, and training needs, thereby enhancing workforce capacity and determining appropriate training pathway.

KEY RESPONSIBILITIES

- Consult with relevant stakeholders to:
 - collect and analyse relevant data sources that inform organisational knowledge of workforce planning and capability requirements of primary care across Western Sydney
 - inform workforce needs, opportunities and contribute to the relevant data set that contributes to forming the capability requirements of the workforce
- Contribute to needs assessments, planning activities and data collection, analysis and management to support the Workforce Planning and Prioritisation (WPP) team
- Contribute to the development and reporting of the workforce training needs and mapping of relevant training and education pathways
- Collaborate with relevant stakeholders to provide an integrated approach to the delivery of timely, relevant and effective training that builds capability of primary health workforce
- Coordinate and contribute to project reports

- Identify, collaborate and contribute to organisational and the Primary Care Transformation & Integration (PCTI) continuous improvement opportunities.

Other Responsibilities

- Ensure “best practice” processes across all areas of responsibilities
Comply with the organisations policies and procedures.
- Ensure the safety of yourself and others in line with the organisations WHS policies and procedures and the Workplace health and safety Act 2011
- Ensure financial controls are adhered to and in line with the financial risk governance framework
- Perform other duties reasonably required as directed

WentWest is an evolving organisation of continual improvement. The role scope described is intended as a guide to the responsibilities.

ADDITIONAL REQUIREMENTS AND TRAVEL REQUIRED – REMOVE IF NOT RELEVANT

- Regular travel including some overnight travel within the Western Sydney area or as required.
- Some out of hours work on evenings and weekends will be required eg community forums, or meetings.
- Own fully insured vehicle required.

MANAGEMENT SYSTEM

- Ongoing compliance with WentWest management system requirements.
- Responsible for ensuring that all documents that are part of the WentWest management system and assigned to this position are reviewed and updated in accordance with the Control of Documents and Records Policy

QUALIFICATIONS

- Tertiary level qualification in health, training, business or relevant discipline

SKILLS AND EXPERIENCE

Essential

- Experience working in a Health workforce role or health project coordinator, primary care program role with a workforce focus.
- Demonstrated experience in the preparation of complex reports, drawing on various data sources and information obtained from a range of stakeholders and information sources.
- Demonstrated depth of knowledge of health sector and experience in developing models of care and understanding scope of practice for primary care professionals.
- Effective communication skills with the ability to adapt delivery dependant audience
- Ability to engage and influence a range of stakeholders for meaningful collaboration and output of effective training programs
- Ability to work autonomously within a high performing multi-disciplinary team
- Ability to utilise qualitative and quantitative data to draw insights
- Ability to complete training needs assessment and gap analysis
- coordinating and facilitating stakeholder focus groups

- Strong interpersonal skills with the ability to build and maintain productive relationships and foster networks and linkage
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Desirable

- Experience in quantitative and/or qualitative research methodologies
- Primary Care Training coordination or training delivery experience

PRE APPOINTMENT REQUIREMENTS

- Right to work in Australia documents (Passport, or Birth certificate with 100 points of ID)
- Certification of any tertiary qualifications and professional memberships
- Verification of double vaccination against COVID-19 in accordance with WentWest’s mandatory COVID-19 Vaccination Policy
- Verification of current NSW drivers licence
- Verification of comprehensively insured motor vehicle
- National Police check completed in the last 6 months

WENTWEST VALUES - behaviours and ways of working the organisation sees as critical

Display an attitude and behave in a manner that is in keeping with our Core Values and through own behaviour, and through effective implementation of a positive team-based culture

Creativity – challenge convention

Leadership – Inspire action

Equity – actively overcome barriers

Excellence – be the best we can be

Respect – understand others