

Position Title: Education Facility Officer

Campus: Grampians Health - Ballarat

Directorate: Chief Nursing and Midwifery Office

Department: Nursing & Midwifery Education

Reporting to: Director – Education & Training (Nursing & Midwifery)

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: HS1

Enterprise Agreement: Health & Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

To ensure the effective operation and resourcing of education facilities to support the provision of high-quality education and training services to staff and learners at Grampians Health.

KEY ACCOUNTABILITIES

- Manage day-to-day operations of the various education facilities, including scheduling, booking, maintenance, and troubleshooting of facilities and equipment.
- Coordinate the ordering, delivery and allocation of educational resources based on program needs.
- Promote compliance with safety and security protocols within facilities.
- Provide and facilitate technical support for facility users.
- Action enquiries related to education facilities and programs in a timely manner.
- Input education data into learning management systems as required.
- Train new employees in basic clerical or administrative functions, as required.
- Maintain accurate and effective work procedures and filing systems.
- Communicates in a positive, timely and professional manner with internal and external stakeholders.
- Work collaboratively with other members of the Nursing & Midwifery education administration team.
- Demonstrates well developed information technology and data entry knowledge and skills, including the use of systems i.e. TryBooking, Grampians Learning Hub

KEY SELECTION CRITERIA

Qualifications and experience

- Demonstrated administrative skills
- Cert III in Business Administration or equivalent, preferred
- Experience in health, education, or training, preferred

Technical/Professional Knowledge and Skills

- High level customer service skills
- Well developed report writing skills
- Excellent IT skills i.e., Microsoft 365, Visio, Excel
- Ability to use GH financial and other online systems i.e., ARM, BEIMS, Grampians Learning Hub

Work Environment

- Will be required to work across all GH - Ballarat education facility sites

Personal attributes

- Excellent written and verbal communication skills
- Ability to work independently and as part of a large team
- Professional and positive approach to work
- Excellent organisational skills

Interpersonal skills

- Ability to work collaboratively within multiple teams
- Demonstrated willingness to learn and continually update knowledge and skills
- Ability to operate within a changing environment

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose, and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing, and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients, and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols, and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to

report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing, and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if, and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.