

Curriculum Development and Training Officer

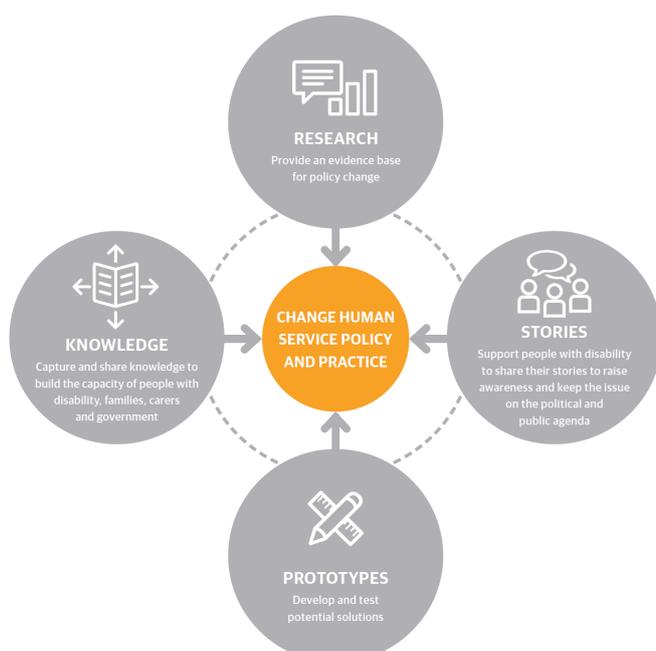
ILC Capacity Building Project | Position Description

Employment Type:	30-38 hours per week (0.8 – 1.0 FTE)
Term:	Fixed Term 12 months
Salary:	\$75,000 - \$87,000 (Range based on experience) Plus Superannuation and access to salary sacrificing
Location:	Box Hill, Victoria
Reports to:	ILC, Practice Team Leader
Works with:	Practice Team, Policy and Strategy Team; All internal SF department teams; Partner Organisations; Health, ACAS and RAC providers; Government representatives in Health and Aged Care

About the Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes. The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

The Summer Foundation's four key strategies to preventing young people being forced to live in nursing homes are:



Research ~ Our research underpins our work and provides an evidence base for policy and practice change.

Stories ~ Enabling young people with disability and their families to tell their stories and disseminating these stories is a powerful and effective tool for influencing the general public, decision makers and politicians.

Prototypes ~ We design and pilot potential solutions and then evaluate them through action research. This is an iterative process which involves: designing, building, evaluation and learning.

Knowledge ~ We capture, document and disseminate the knowledge generated from our research and prototypes in order to encourage others to replicate and scale our work.

About the Position

The Summer Foundation has received a grant from the NDIS, as part of their National ILC funding program. The overall project is for 12 months to achieve a number of capacity building objectives, including increasing the skills and knowledge of the NDIS in the Residential Aged Care (RAC) and Aged Care Assessment Service (ACAS) sectors.

This role will develop and deliver professional learning and training resources to Health and Aged Care sector workers in 7 NDIS roll-out areas across Australia. The position will work closely with the Team Leader, ILC Aged Care Capacity Building project, and the Practice Team in achieving the project work plan.

The project involves outcomes measurement of the project's impact, and this position will ensure accurate data collection and evaluation of all training delivered. There are also a number of resource developments to be delivered in the project including practice guides, collaboration models and fact sheets, to be used in training sessions, which will require ongoing liaison with the Summer Foundation Communications team.

The position will report to the Team Leader, ILC Aged Care Capacity Building project, and contribute to progress reports for the Strategic Projects Manager in the Policy and Strategy team.

Responsibilities & Duties

1. Creation and Development of training materials and resources for external audiences, including implementation support guides, end user documents and learning materials.
2. Lead curriculum development using a co-design methodology
3. Coordinate, conduct and administer internal training activities
4. Delivery of face to face and web-based professional workshops and training to Local Health Network and services, RAC and ACAS audiences in target locations across Australia as part of Practice Team.
5. Contribute to the development of a project work plan to achieve capacity building project goals, in collaboration with Practice team members
6. Identify gaps in knowledge of staff Health, RAC and ACAS staff to inform future professional development considerations for capacity building
7. Maintain relationships with key contacts in the Health, ACAS and RAC sector in target project locations,
8. Maintain records of training activities and outcomes, include measuring effectiveness of training workshops and resources delivered within the project in conjunction with Research team
9. Contribute to broader reporting of project outcomes as part of the Practice team
10. Participate in professional learning forums, symposiums and communities of practice where required.

Skills & Experience

Essential Criteria

- 5 years or more experience in curriculum development and design for training packages and professional learning that can be delivered across diverse sectors
- 5 or more years direct experience in the delivery of professional learning and capacity building training packages to health, aged care and or community service providers
- Relevant Teaching Degree or professionally recognised L & D qualifications
- Strong relationship building and collaborative team working skills.
- Excellent written and verbal communication skills with proven attention to detail.
- Knowledge and experience of the Health, Disability and Aged Care sectors, and a demonstrated capacity to engage with nursing, allied health and clinical care staff
- Demonstrated problem-solving skills, including flexible thinking and pro-active approach.
- Ability to thrive in a fast paced environment with competing priorities.
- Excellent time management and prioritisation skills.
- High level of Computer literacy in Office based and web based programs
- Willingness to travel interstate and stay overnight where required
- Current police check.

Desirable criteria

- Experience working with people who have complex and high disability support needs, particularly those who are in residential aged care (nursing homes) or at risk of entry.
- Understanding of the National Disability Insurance Scheme (NDIS) and its policies regarding 'mainstream' interfaces with Aged Care, Health and Housing.
- A demonstrated understanding of the function of Aged Care Assessment Services and the role they have in working with young people referred for Residential Aged Care placement.
- Research knowledge.
- Current drivers licence and own vehicle, or equivalent capacity to travel.

Core Competencies

The Job Holder's values will match those of the Summer Foundation. The Summer Foundation's values include:

Vision: We are creative, innovative and resourceful. We continually strive to be the best

Integrity: We act with integrity and honesty in everything we do

Communication: We communicate openly by exchanging information and actively listening to all stakeholders

Team Spirit: We value and recognize the contribution of our colleagues, both locally and globally. We enjoy working together to achieve outstanding results and total job satisfaction

Corporate Responsibility: We act responsibly within our community and care for the environment

Work related Competencies

Communication develops business plans, policy framework, project development proposals and briefs on highly complex issues for consideration by the Executive management team, demonstrating a high level of knowledge and expertise in the project area and providing expert analysis

Influence and Negotiation ~ Gains agreement to proposals and ideas; Builds behind-the-scenes support for ideas to ensure buy-in and ownership; Uses chains of indirect influence to achieve outcomes.

Stakeholders and relationship focus ~ Establishes and maintains relationships with people at all levels; Forges useful partnerships with people across government and industry; Builds trust through consistent actions, values and communication;

Planning and organizing ~ Establishes systems and procedures to guide work and track progress; Recognises actual and potential barriers and finds effective ways to deal with them.

Other Relevant Information

The position description is indicative of the initial expectation of the role and subject to changes to Summer Foundation goals and priorities, activities or focus of the job.