

## Position Description

### Senior Coordinator, Health and Wellbeing Training and Development

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<b>Position No:</b>	New
<b>Business Unit:</b>	Health, Wellbeing and Inclusion
<b>Division:</b>	Deputy Vice-Chancellor (Students)
<b>Department:</b>	Health, Wellbeing and Inclusion
<b>Classification Level:</b>	HEO7
<b>Employment Type:</b>	Part-time, Continuing
<b>Campus Location:</b>	Location Independent
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

The Senior Coordinator, Health and Wellbeing Training and Development, aims to improve the health and wellbeing of students and staff through the coordination, development and delivery of a suite of training and development programs. In addition, this position provides training and guidance for staff on promoting and responding to student mental health and wellbeing. This position also promotes positive student mental health through prevention and early intervention programs.

This position reports to the Senior Manager, Strategy, Prevention and Education and will work within a primary prevention and health promotion practitioners team.

## **Duties at this level will include:**

- Develop and coordinate a suite of training and educative programs for La Trobe staff, students and stakeholders on student mental health and wellbeing that is informed by students' needs, perspectives and the reality of their experience.
- Provide training and guidance for staff, students, and stakeholders on responding and supporting students with mental health concerns.
- Provide guidance and encourage staff to develop curriculum, unit/subject assessments methods and foster a learning environment that enhances student wellbeing and mental health.
- Develop and coordinate a range of prevention and early intervention campaigns to promote student mental health and wellbeing.
- Contribute to the development of mental health and wellbeing strategies, which include staff training and development.
- Develop a range of accessible online content and resources which improves awareness and literacy on mental health issues.
- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Completed degree in psychology, mental health, social work or counselling with four years of subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Extensive experience in organisational development, coaching, facilitation of workshops and online content delivery
- Contemporary knowledge and attitude towards mental illness, youth mental health and a commitment to evidence-based practice in mental health.
- Demonstrated commitment to inclusion, non-stigmatising attitude towards mental illness and respect.
- Demonstrated understanding of University-specific risk factors that contribute to poor mental health and wellbeing.
- Desirable: A Certificate 4 in Training and Assessment or Graduate Certificate/Diploma in Education.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated skills in research, evaluation or interpretation of data.
- Demonstrated high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.

### Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### Other Information

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

### Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:                      Date: