

## Statement of Duties

<b>Position Title:</b> Business Educator	<b>Position Number:</b> 523526	<b>Effective Date:</b> October 2017
<b>Group and Unit:</b> Children and Youth Services- Program Support Learning and Development		
<b>Section:</b> Quality Improvement Workforce Development (QIWD)	<b>Location:</b> South	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> Band 6	<b>Classification:</b> General Stream	
<b>Reports To:</b> Manager Quality Improvement and Workforce Development (QIWD)		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

- As a member of the QIWD team, the Business Educator will lead the development and implementation of digital systems and professional learning programs and resources to support the workforce of Children and Youth Services (CYS) and the workforce of the wider partner agencies including funded Non-Government Organisations (NGO)
- The role will provide high level educational services, deliver projects and ensure quality performance indicators are identified and met.

### Duties:

- Working as a member of the QIWD team, collaborate in the development of digital learning programs and coordinate the delivery of the learning programs for CYS staff, to improve the quality and use of these systems.
- Responsible for undertaking and maintaining skills audits and needs analyses to define the training needs of staff to effectively utilise information systems and manage information.
- Establish and maintain high level relationships with DHHS Business Systems to ensure shared knowledge and understanding of various systems, and work in partnership with Business Systems and Human Resources wherever possible to ensure common language, approach and systems use.
- In conjunction with the Manager, Quality Improvement and Workplace Development, liaise and consult closely with Managers and Team Leaders to develop training in all aspects of the digital systems used in CYS.
- Participate in the development and review of digital/technological resources and applications, including but not limited to actively participating in system users and management groups, systems testing and upgrades, and review of future or new technologies/systems/applications as they become available.

6. Maintain the records/information systems to inform, plan, deliver and evaluate training needs/statistics.
7. Evaluate the effectiveness of the training against the needs of the target groups, the requirements of line managers, the achievement of objectives and the application of the content in the workplace.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### **Scope of Work Performed:**

The Business Educator will work as a part of the QIWD team with a good degree of autonomy to determine the direction and management of their day to day work. Professional guidance and line management is provided by the Manager, Quality Improvement Workforce Development. The occupant is responsible for:

- Providing leadership and support in the planning, delivery and evaluation of professional learning programs targeted at digital systems and computing competence.
- Preparing and reviewing learning materials for all digital systems within CYS.
- The provision of high level specialist digital systems training in various settings.

### **Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Current Tasmanian Working with Children Registration.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
  2. Identification check
  3. Disciplinary action in previous employment check.

**Desirable Requirements:**

- Certificate IV in Training and Assessment (TAE) or equivalent competency/qualification
- Graphic Design qualification or experience

**Selection Criteria:**

1. Demonstrated information technology skills and experience in the development and use of digital systems.
2. Knowledge and understanding of workplace adult learning and professional development.
3. Demonstrated high level ability to develop learning support material for digital systems and the ability to deliver training and professional development for digital systems.
4. Extensive knowledge of current practices, policies and trends relating to the design, development and implementation of accredited training and professional development programs.
5. Knowledge of, or demonstrated ability to rapidly acquire knowledge of, the day to day application of digital systems within a range of human services.
6. Proven high level communication and presentation skills, and a capacity to liaise and consult with senior managers and training and educational services providers.
7. Demonstrated high level analytical and problem solving ability with sound decision making skills.

**Working Environment:**

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.