

Position Title	DTA Commissioned Training Coordinator
Classification	Level 6
School/Division	UWA Medical School
Centre/Section	
Supervisor Title	Manager (Dementia Training Australia UWA)
Supervisor Position Number	318230
Position Number	318231

Your work area

Dementia Training Australia (DTA) is responsible for the translation of contemporary knowledge regarding dementia care through the development and delivery of training resources to the dementia care workforce. DTA is collaboration between four Australian universities and Dementia Australia and is led by the University of Wollongong. Auspiced by UWA Western Australian Centre for Health and Ageing, DTA (UWA) forms a key linkage between research and industry.

Reporting structure

Reports to: Manager (Dementia Training Australia UWA)

Your role

As the appointee you will, under general direction, be responsible for developing and maintaining DTA's Commissioned Training Program (CTP) nationally.

Your key responsibilities

Commission Training coordinators to coordinate and case manage CTP clients and CTP's allocated to DTA UWA, from end-to-end in collaboration with the DTA lead organisation.

Conduct regular client check-in meetings effectively and participate in the pre-start meeting as required,

Coordinate with DTA resources to schedule the client workshops and training sessions effectively, Problem solve and coordinate with DTA Service and Support team,

Re-engage with DTA Training Consultants for additional training services requested by the client,

Confirm with the client that all Commissioned Training has been delivered as expected at the end of the delivery phase,

Complete a feedback survey via a phone call on client experience and satisfaction.

Maintain workflows and systems to ensure the efficient delivery of CTP reports,

Coordinate service closure tasks with the DTA Service and Support team.

Perform other duties as directed.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency.

Substantial relevant experience in a logistics role, preferably with a focus on quality training service delivery.

Demonstrated experience in training coordination and records management.

Highly developed written and verbal interpersonal and communication skills, with the ability to build constructive and effective relationships.

Highly developed organisational skills in project and portfolio coordination.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Ability to work independently, show initiative and work productively as part of a team.

Special requirements (selection criteria)

Occasional interstate travel may be required.

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/