



## Position Description

<b>Position Title:</b>	State Training Officer
<b>Position Classification:</b>	Level 6
<b>Position Number:</b>	318231
<b>Faculty/Office:</b>	Faculty of Health and Medical Sciences
<b>School/Division:</b>	UWA Medical School
<b>Centre/Section:</b>	WA Centre for Health and Ageing
<b>Supervisor Title:</b>	Manager (Dementia Training Australia UWA)
<b>Supervisor Position Number:</b>	318230

## 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 five Australian universities and Dementia Australia, and is led by the University of Wollongong. Auspiced by the University of Western Australia's 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)

## Your role

As the appointee to this position you will, under limited supervision, be responsible for coordinating the deployment of DTA's Tailored Training Package (TTP) program in Western Australia and South Australia. TTPs are designed to bring about sustainable change within organisations to improve the wellbeing of people living with dementia and the staff who care for them.

## Your key responsibilities

In collaboration with the DTA Central Coordination Unit, coordinate the use of DTA's Training Needs Analyses and related assessments at the site/ organisation level.

Work closely with the DTA manager, to prepare a menu of training options, ensuring appropriate resources are available.

Monitor the schedule of resources, training, and evaluations to be delivered to the client

Develop and maintain strong working relationships to effectively liaise with internal and external stakeholders.

Monitor workflows and systems to ensure the efficient delivery of TTP reports and report discussion

Other duties as directed

## Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent competency

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

Highly developed organisational skills in project and portfolio coordination and records management

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

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

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

Demonstrated competency in MS Office Suite and Project Management tools

Capacity to implement strategies to cater for diversity, including acknowledgement of different learning styles and approaches to learning

Other duties as directed

## **Special requirements (selection criteria)**

Occasional interstate travel

Occasional after hours work

## **Compliance**

### **Workplace Health & Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

### **Inclusion & Diversity**

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.