

Position Title:	Education Lead
Role Type:	Fixed term
Award and Level:	Social, Community, Home Care and Disability Services Award Level 5
Background	
<p>Palliative Care South Australia (PCSA) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in South Australia. PCSA was established in 1984 and is a membership-based organisation, supporting the individuals, families, carer's, community members, as well as specialist and generalist health care professionals working with South Australians experiencing serious illness, dying, death and grief. Collectively, the PCSA membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCSA is a founding member of Palliative Care Australia.</p>	
Position Summary	
<p>This position is responsible for the successful delivery of educational stream of PCSA including palliative care education and training activities of both health professionals and community members across South Australia.</p>	
Main Tasks and Responsibilities	
Education Stream Management	
<ul style="list-style-type: none"> • Develop, implement, maintain and evaluate an <i>Education Strategy</i> <ul style="list-style-type: none"> ○ Develop, execute and promote the organisation's <i>Annual Education and Training Program</i> (which focuses on both health professional and community), providing a range of skill building, awareness and support programs whilst maintaining a line of sight to national and other provider programs ○ Manage educational program budget and finances, evaluation, reporting and compliance requirements (internally and externally) ○ Provide guidance and participation in PCSA Conference/Symposiums and other activities related to education ○ Ensure appropriate expert advice, guidance and engagement is in place to steer and execute the <i>Annual Education and Training Program</i>. <ul style="list-style-type: none"> ▪ Lead a <i>PCSA Education Steering Committee</i> to provide direction and advice for all Education Stream activities ▪ Establish and lead local relevant networks/groups related to support the delivery of Education Stream activities ○ Ensure compliance is followed related to best practice education and education licencing/program agreements. Complete reports (verbally and written) for relevant groups ○ Maintain tracking of Education Stream activities, including facilitator tracking ○ Manage external stakeholder, health industry, industry group and service liaison to promote the organisation's education programs ○ Ensure an effective CRM is implemented and maintained. Track education activities and complete regular reports for different stakeholders. Conduct analysis and evaluation to identify key messages, marketing highlights, learnings and continuous improvement opportunities ○ Monitor <i>Education Stream</i> risks, issues, feedback and opportunities. Escalate accordingly. • Develop, implement, maintain and evaluate the <i>PEPA SA Annual Project Plan</i> <ul style="list-style-type: none"> ○ Organise an annual PEPA workshop calendar and facilitate workshops as required ○ Oversight of PEPA placements, reverse PEPAs and PEPA study tours 	

- Review PEPA applications and learning objectives to approve placement applicants.
 - Review Reflections of Learnings and Workplace Activities to provide
 - Liaise and support PEPA mentors
- Manage PEPA SA project budget and finances, evaluation, reporting and compliance requirements (internally and externally)
- Participant in PEPA National meetings
- Develop, implement, maintain and evaluate the *PalliLEARN and Last Aid Annual Project Plan*
 - Organise an annual PalliLEARN and Last Aid workshop calendar
 - Oversight of PalliLEARN and Last Aid delivery in South Australia
 - Manage PalliLEARN and Last Aid project budget and finances, evaluation, reporting and compliance requirements (internally and externally)
 - Organise and Lead *PalliLEARN International Network*
 - Liaise with members of the international network, ensure all activities within our MOU with them are completed
 - Identify opportunities for growth and funding opportunities for the Last Aid Australia project
 - Ensure Last Aid Australia content is maintained and evaluation consistent based on network requirements.
 - Review reports from Last Aid Australia groups, update tracking and monitoring
 - Organise and host regular Last Aid Facilitator Training
 - Receive EOIs from potential new members of the network
 - Review PalliLEARN content regularly
 - Participate in *Last Aid International Networks*
 - Liaise with *Last Aid International* ensure all activities within our MOU with them are completed
 - Maintain Last Aid content and evaluation based on network requirements
 - Report to Last Aid International as required
 - Organise and Lead *Last Aid Australia Network*
 - Liaise with members of the Australia network, ensure all activities within our MOU with them are completed
 - Identify opportunities for growth and funding opportunities for the Last Aid Australia project
 - Ensure Last Aid Australia content is maintained and evaluation consistent based on network requirements.
 - Review reports from Last Aid Australia groups, update tracking and monitoring
 - Organise and host regular Last Aid Facilitator Training
- Raise funds for the organization through increasing education delivery that contributes to financially sustainable programs
- Represent PCSA at external events or groups (as delegated)
- Maintain and monitor:
 - MONDAY (for education, training and PEPA SA plans and task management)
 - EDUCATION MATERIALS AND COURSE CONTENT (for quality and currency)
 - EDUCATION STREAM TRACKER
 - PEPA SA PROJECT TRACKER
- Work closely with:
 - *PCSA Operations Team* to ensure the *Education Stream* has quality and consistent marketing, communications, media engagement, storytelling in place for all education activities. Identify opportunities to increase funds (fundraising, sponsorship etc) and membership engagement related to education.
 - *PCSA Programs Team* to support any education or training related activity they conduct

- *PCSA Volunteer Coordinator* to identify opportunities to for volunteers to engage in Education related activities and to provide education related to palliative care and the Education Stream to volunteers.
- *CEO* to provide updates and insights into the *Education Stream* activities.
- Train staff and volunteers in the education systems and palliative care, ensure consistency in approach across all education and training activities
- Reporting and Records
 - Produce monthly Education Stream reports (including education project reports). Including analysis and recommendations.
 - Maintain task status updates in MONDAY, minimum weekly
 - Maintain an CRM to capture all education relationships.

Education Delivery

- Deliver a range of high quality, engaging education workshops, training sessions appropriate to the participant profile
- Oversee the delivery of all education and trainings events
 - Work with the marketing and events team to ensure all systems are in place for event planning, implementation and evaluation
 - Facilitate (or organize speakers/facilitators) for education and training events.
 - Advise on specific resources for all education and training events
 - Ensure content delivered for each event is quality and consistent with best practice palliative care
 - Coordinate education and training events-day management including transport, venue liaison, bump in, set up, ICT coordination and bump out
 - Organise education and training events evaluation – review feedback
- Maintain currency of best practice education delivery models and provide training for relevant team members in this
- Critically evaluate training delivery and outcomes, using every opportunity to continuously improve the Education Stream, provide feedback to other facilitators
- Coordinate other staff and volunteers to deliver education and training for PCSA, conduct facilitator training sessions and develop relevant resources. Encourage cross learning between facilitators
- Identify magic moments or lessons learnt from education and share with marketing and management team

Staff Leadership

- Lead and coach staff and volunteers to enable them to be the best they can by providing supervision, mentoring and guidance
- Manage the effective delegation of workflow/duties to staff and volunteers
- Strategically grow the organisation's volunteer base and provide effective oversight of the function
- Creative a positive and productive culture, ensuring to lead by example at all times
- Contribute to workforce management and succession planning by recruiting, training, and supervising staff within appropriate delegations

Governance, Quality and Continuous Improvement

- Contribute to the development and implementation of business and risk management systems that are aligned to industry best practice and strategic goals, promoting them and providing education across the business
- Ensure appropriate knowledge management documentation is in place in your area
- Champion a continuous improvement agenda, implementing and monitoring continuous improvement projects
- Prepare and complete internal audits against business management systems
- Ensure quality and consistency of education delivered throughout the organization, including auditing and monitoring other team members and volunteers delivering education

WHSE: Promote a Positive Work, Health and Safety Environment

- Promote a workplace that is free from bullying and harassment
- Reinforce and influence safety behaviours in the workplace
- Comply with Equal Employment Opportunity and Discrimination legislation
- Take personal responsibility for complying with WHS policies and procedures
- Follow all reasonable work instructions, work procedures and practices to maintain the health and safety of yourself and others in the workplace
- Ensure safety and ergonomics of your work area
- Keep the workplace free from harassment and discrimination
- Ensure understanding and implementation of emergency evacuation procedures
- Assist in the investigation of hazards and incidents and address organisational risks
- Work with the management team to identify safety problems and find solutions
- Assist in the rehabilitation and return to work for injured workers where required

Notwithstanding the above, other duties as reasonably directed.

Key Attributes

Essential

- Registered Nurse with experience working in Palliative Care
- Significant experience in the health sector as an educator (preferably in the palliative care space)
- Demonstrated experience in project management
- Track record of successful delivery and facilitation of trainings/events/workshops (both health professionals and community members)
- Stakeholder management
- Strong oral and written communication skills
- Customer service focus
- Good time management, planning and organisational skills
- Problem solving and resourcefulness
- Flexibility and accountability
- A shared passion and determination to play a key role in delivering the mission and vision of the organisation

Desirable

- Post graduate qualification in palliative care
- Training and education qualification (ie Certificate IV T&A)

Position Description

Our Inclusivity Statement

Palliative Care South Australia values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care South Australia: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

TERMS AND CONDITIONS OF EMPLOYMENT

Requirements:

For acceptance of this position the employee must hold a current:

- Current AHPRA registration
- National Police Check
- Current driver's license
- Comply with stakeholder vaccination requirements
- Right to work in Australia.
- Able to comply with stakeholder worker screening/check requirements

Conditions

- 6 month probation period for new employees
- Comply with organisational policies and standards of conduct
- Frequent intrastate travel may be required including overnight trips
- Out of hours work may be required

EMPLOYEE ACKNOWLEDGEMENT

Employee Full Name		Signature		Date	
Date Position Description (PD) Approved by CEO					26/5/2023