

## Council on the Ageing Victoria

### Position Description

<b>Title:</b>	HACC TRAINING COORDINATOR
<b>Classification:</b>	As per Social and Community Services Award (SACS) Community Development Worker Class 2b, Year depending on experience. Salary range: Available on request.
<b>Salary Sacrificing:</b>	Available in accordance with Australian Taxation Office legislation and regulations, and in accordance with the Council on the Ageing's policy and procedure.
<b>Employment:</b>	12 months, Continuation dependent on funding
<b>Hours of Work:</b>	0.7 EFT, Days and hours negotiable, with the following to be included <ul style="list-style-type: none"><li>• An unpaid ½ hour for lunch</li><li>• Commencing at 8.30 am on the second and fourth Wednesday of each month to attend staff meetings</li></ul>
<b>Reports to:</b>	Debra Parnell, Manager, Policy Unit

#### **BUSINESS UNIT**

The HACC Training Coordinator position is auspiced by COTA Victoria and falls within COTA's Policy Unit.

The HACC Regional Training Coordinator role uses a developmental approach to enhance the HACC service system's capacity to

- identify training/learning needs,
- access training/learning opportunities and
- facilitate the development of a positive learning environment across the Western Sector of the North & West Metropolitan Region of Melbourne.

The Training Coordinator works with the Western Sector HACC Training Advisory Committee to achieve these aims.

#### **ROLES AND RESPONSIBILITIES:**

1. In conjunction with HACC service providers, identify and analyse training/learning needs of HACC staff across the range of HACC funded programs in the sector.
2. Establish priorities for training programs to be provided with HACC training funds.
3. Identify and contract training providers to deliver accredited and non accredited training courses and forums to address regional training needs including the delivery of a regular HACC Training calendar
4. Support HACC funded agencies to develop and implement agency specific training plans for staff.
5. Facilitate HACC agencies' access to the Vocational Education and Training System
6. Promote and increase HACC agencies' access to training/learning opportunities

7. Facilitate the use of mentoring and networking based professional development.
8. Evaluate and report to the DHS about training programs delivered.
9. Participate in the Statewide HACC Training Advisory network and HACC workforce and training development projects and processes.
10. Provide supervision for the HACC Training Administration Officer, including overseeing and supporting the development, implementation, monitoring and evaluation of administrative systems relating to the delivery of regular regional training events.
11. Participate as a member of the COTA Victorian team.
12. Other duties as required.

**KEY SELECTION CRITERIA:**

**Each selection criteria is to be addressed separately.**

1. Experience in the coordination and development of training/learning programs in the community services sector.
2. Sound knowledge of the HACC service system.
3. Understanding of the National Training Framework is highly desirable.
4. Excellent networking and negotiation skills.
5. Experience in facilitating and resourcing a committee.
6. Excellent verbal and written communication skills including the ability to liaise with committees, service providers, and training providers.
7. Sound analytical and problem solving skills.
8. Ability to work with minimal supervision.
9. Experience in managing resources and office systems efficiently and effectively.
10. Proficiency in information technology and experienced in using MS Word, MS Access, and Web based communication.

**Other Relevant Information:**

Location	Based at COTA Office, 4 <sup>th</sup> Floor, 98 Elizabeth Street Melbourne.
Commencement Date	To be negotiated
Probation	This position is subject to a 3 month probationary period

**COTA Victoria is an equal opportunity employer**

**Application process: Applications must address key selection criteria.**

For a confidential discussion, please contact Debra Parnell on 96 55 2106 or email your application in confidence to HR Manager [hro@cotavic.org.au](mailto:hro@cotavic.org.au) stating 'POSITION TITLE' in the subject line.

**Applications close: 22 March 2010**

**Applications are to be addressed to:**

DEBRA PARNELL

**Email:** [hro@cotavic.org.au](mailto:hro@cotavic.org.au)  
**Fax:** 9654 4456  
**Postal Address:** COTA Victoria  
 Level 4, 98 Elizabeth Street  
 Melbourne VIC 3000.

## **Council on the Ageing Victoria**

Council on the Ageing Victoria (COTA) is the peak body representing the wide-ranging needs and interests of older people in the Victorian community. COTA Victoria's mission is to mobilise older people and those who work with them, to age well in a just society.

COTA has been the voice of older Victorians for over 50 years.

While individual issues may have changed over that time, the determination and commitment of the organisation to ensure that the voices of older Victorians are heard has not.

COTA is governed by an elected Board of Management, dedicated staff and volunteers who continually strive to ensure that the contributions of older people are proudly recognised and acknowledged within our community.

COTA works in five main areas:

- Policy Development
- Education
- Information
- Representation
- Membership

## **COTA Values**

COTA will:

- Strive to enable older Victorian's voices to be heard in all aspects of life
- Enshrine dignity and human rights for all people
- Work in ways which facilitate the engagement and involvement of older people in all levels of our activities
- Strive to understand and respect the diversity of older people
- Seek solutions to end the circumstances of poverty and other social constructs which disadvantage and/or isolate some older people
- Seek to provide all older people with accurate and timely information to assist them to make informed decisions and live full and independent lives
- Work to create new opportunities for older people in work, recreation, community participation and civic democracy.