



POSITION DESCRIPTION

Learning and Development Officer

Employment framework: Social and Community Services (Western Australia) Interim Award Level 5.1

ABOUT THE ROLE:

CoMHWa offers a suite of services and programs to consumers, peer workers, organisations, government agencies and the corporate sector that require high level training and facilitation skills. Delivered across Western Australia both in-person and online, CoMHWa training includes short non-accredited training sessions for consumers, workshops for Lived Experience (Peer) organisations and training for advisory groups.

The Learning and Development Officer role performs the trainer, educator, and facilitator functions across all CoMHWa programs as required. In addition, the role responds to the needs of the Lived Experience (Peer) sector by developing new and innovative training products.

All workshops, training, supports and resources reflect best-practice adult learning and are delivered in a psychologically safe, trauma-informed, person-centred and culturally appropriate manner.

You will be supported by an organisation made up of various subject-matter experts, including systemic advocacy, service navigation, independent advocacy and sector representation and leadership. Your work will be informed by on-going Consumer and sector engagement, focus groups, needs analysis, and contemporary education methods.

Mental health is a fast-moving sector, and this role will come with great variety and may see you lend a helping hand on projects and events throughout the year in addition to regular duties.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, respect, integrity, social justice, connection and courage.
- **Flexibility:** The capacity to work and act flexibly to meet peer and organisational goals.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others, including consumers, their families/carers, staff, volunteers and sector partners.
- **Creative and inquisitive:** Capacity to contribute to developing and evaluating innovative approaches with new and fresh ideas and a positive approach.
- **Organised and Structured:** Demonstrated ability of solid time-management, organization and prioritisation skills.
- **Leadership and initiative:** A demonstrated ability to proactively take carriage of specific tasks, programs and projects and to exercise sound judgement in seeking feedback and direction.

BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

A. PROGRAM DEVELOPMENT AND DELIVERY

- Deliver engaging and effective education, training and facilitation (“training”) sessions both in person and online, including occasional travel to regional locations as required.
- Conduct training in line with evidence-based instructional design and education techniques and methods.
- Contribute to the development of innovative and contemporary educational services and programs in conjunction with subject matter experts.
- Proactively support the organisation’s commitment to becoming a registered training organisation (RTO) and once registered and appropriately qualified, be willing to deliver accredited training.
- Contribute to evaluation of training products.
- Coordinate resources to ensure organised and consistent delivery of training.
- Support other staff to deliver training, including undertaking the roles of co-facilitation and peer support.
- Adapt delivery and style to reflect the needs of participants with Lived Experience of mental health.
- Provide administrative assistance as required.
- Contribute to the marketing and coordination of training.
- Build and maintain relationships with key stakeholders to support core business and other project goals and outcomes.

B. QUALITY IMPROVEMENT

- Participate in ongoing evaluation, quality improvement activities and programs in CoMHWA.
- Participate in professional and performance development programs as required.

C. GENERAL

- Identify and report risks to business operations and objectives.
- Represent CoMHWA on various committees, working parties and reference groups as required.
- Identify and progress opportunities to maximise longer-term sustainability, outcomes and impact of CoMHWA activities.
- Collect quantitative and qualitative data as required.
- Conduct all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by CoMHWA.
- Perform other duties as required by the CEO or their delegate.

REPORTING RELATIONSHIP

This position reports to the Manager - Education and Training, supported by program oversight from the Executive Manager – Programs.

SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

- Previous experience in adult education or workshop/group facilitation with demonstrated ability to deliver to participants from diverse backgrounds.
- Excellent interpersonal, written and verbal communication skills, including presentation abilities.
- Understanding or willingness to gain an understanding of the Lived Experience (Peer) workforce, consumer education and the mental health sector in WA.
- Demonstrated capacity to work both autonomously and as part of a team to deliver outcomes.
- Ability to undertake travel within WA to deliver training.
- It is a genuine occupational qualification of this position to have a lived experience of mental health/social and emotional wellbeing issues and recovery in accordance with section 66(s)(c) of the Equal Opportunity Act 1984. All employees at CoMHWA meet this requirement.

DESIRABLE REQUIREMENTS

- Certificate IV in Training and Assessment (or willingness to obtain)
- Experience designing and developing training materials, resources, and curricula tailored to diverse audiences.
- Previous experience in the community services or mental health sector

Research shows that candidates from underrepresented groups (Aboriginal, Torres Strait and Pacific Islander peoples, people of colour, women, non-binary and gender diverse people, LGBTQIA+ communities, and people with disability) often do not apply for roles if they do not meet all the criteria – unlike majority candidates meeting significantly fewer requirements. We strongly encourage you to apply if you are interested, we would love to know how you can contribute to our team with your unique experiences.

APPOINTMENT FACTORS / PREREQUISITES:

- Current Western Australian Drivers Licence;
- National Police Certificate;
- Working with Children Check;
- Certification of tertiary or other qualifications (if applicable)

POSITION TYPE / REMUNERATION

POSITION TYPE AND TERM

Position type: Contract

Position term: Fixed term

A full-time equivalent position (1.0 FTE) at CoMHWA is seventy-five (75) hours per fortnight.

FTE for this position:	Various
Hours per fortnight:	Various

REMUNERATION

Salary:	Level 5.1-5.3 SACS award
Superannuation	As per legislative requirements

- * Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWa is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.