

Recruitment Package



CPD Program Officer

Fulltime – Five days per week

2 year contract

Subject to 3 month probationary period

Base salary \$62,296 plus super

Applications close: Friday 25 May 2018

This Recruitment Package contains:

Part 1 – Information about the organisation and the position

Part 2 – Job application guidelines

Part 3 – Position Description (including selection criteria)

PART 1 – The organisation

Rural Health West is a not-for-profit, membership-based organisation. It is a company limited by guarantee, funded by the State and Commonwealth governments to support communities in rural and remote Western Australia through the recruitment and retention of a high quality, sustainable health workforce and the provision of direct community services.

Rural Health West is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. We encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds and people with disabilities.

Further information is available at www.ruralhealthwest.com.au .

The position – CPD Program Officer

As a member of the Continuing Professional Development Team, the CPD Program Officer will actively contribute to:

- the aims and objectives of Rural Health West to ensure the provision of well-governed and consumer-focused services through the Education Workshops suite of programs;
- the development of a culture consistent with the values of Rural Health West, which are People, Respect, Integrity, Dedication and Enthusiasm.

PART 2 – Job application guidelines

Thank you for your interest in applying for a position at Rural Health West. It is important that your application complies with the guidelines below. Your application must be received by **5:00pm on Friday 25 May 2018**. Late applications cannot be accepted.

Please note that the successful applicant will be required to provide a copy of their National Police Clearance Certificate which is less than 6 months old.

What to include in the written application:

- A covering letter containing:
 - your address
 - the title of the position for which you are applying
 - a paragraph or two briefly highlighting the main skills or abilities you can bring to the position; and
 - details of how and when you can be contacted if required to attend an interview.
- Your resume (curriculum vitae) providing your personal details, qualifications and work history.
- A document addressing each point of the selection criteria (found in the Position Description) with valid experience.
- The names and daytime contact details of two work-related referees.
- Photocopies (not originals) of your major qualifications.
- Evidence of your eligibility to work in Australia if you are not an Australian or New Zealand citizen.

What happens after the closing date:

The selection committee will consider all completed applications. The selection process is usually completed within four weeks of the closing date. You will be contacted again if you are required for interview.

How to prepare for the interview:

The interview questions will be job-related and based on the selection criteria to enable you to provide examples of work situations where you applied the required knowledge, skills and abilities. You may also bring along any reports or examples of your work that you consider relevant for presentation at the interview.

Who to contact for more information:

Human Resources at Rural Health West.

Telephone: 08 6389 4500

Email: hr@ruralhealthwest.com.au

PART 3 – Position Description

Date: May 2018

SECTION 1: POSITION IDENTIFICATION

Position Title: CPD Program Officer

SECTION 2: POSITION RELATIONSHIPS

Position responsible to: Manager, Education and Skills Development

Positions with direct responsibility to this position: Nil

SECTION 3: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature: _____ Date: _____
Manager, Education and Skills Development

Signature: _____ Date: _____
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____

Signature: _____ Date: _____

Date appointed to this position: _____

SECTION 4: KEY RESPONSIBILITIES

Actively contribute to the development of a culture consistent with the values of Rural Health West.

SECTION 5: LEVEL OF RESPONSIBILITY

The applicant will work as a member of the Education and Skills Development team.

SECTION 6: STATEMENT OF DUTIES

Under the broad direction of the Manager, Education and Skills Development:

- Plan and coordinate the implementation, maintenance and evaluation of the CPD Workshops suite of programs to ensure their efficient operation;
- In consultation with Communications and Marketing, develop and implement strategies in line with Rural Health West policy, including website content relevant to the CPD Workshops program;
- Develop and update website pages for new and existing workshop information and delegate registration, ensuring compliance with RHW's branding and communication protocols;
- Advertise workshops to all stakeholders including WACHS, RACGP, and ACCRM;
- Assist the Manager, Education and Skills Development and CPD Coordinator with budget and financial monitoring relevant to annual service provision of CPD workshops;
- Collect, collate and present all workshop data as required for reporting purposes;
- Update and maintain all databases and CRM systems including Events Air;
- Liaise with stakeholders and relevant agencies regarding logistics, promotion and contractual arrangements of the CPD Workshops program;
- Develop, maintain and implement CPD Workshop program policies, procedures and documentation;
- Coordinate the Continuing Professional Development accreditation process for the CPD Workshops program and organisation;
- Undertake reporting activities as directed by the Manager, Education and Skills Development;
- Provide information to managers and support and training to Rural health West staff members as required with regard to the CPD Workshop program;
- Work closely with the CPD Coordinator to ensure relevant HR requirements are adhered to in relation to all CPD workshop trainers; and
- Provide a professional image at all times but in particular at Rural Health West functions and events.

SECTION 7: SELECTION CRITERIA

Essential

Qualification

- Certificate of Secondary Education (year 10) or equivalent

Experience

- A minimum of 4 years' experience in an administration/event management/workshop coordination role

Skills, Knowledge and Abilities

- Well-developed planning and organisational skills
- Well-developed written and verbal communication skills
- Ability to identify, nurture and develop relationships across different stakeholders
- Proficient in the use of a range of technologies, including software packages and databases
- Willingness to contribute to a positive workplace culture.

Desirable

- Diploma in Event Management
- Events Air (Event management software) experience, knowledge and ability
- Knowledge of rural and remote Western Australia

SECTION 8: APPOINTMENT FACTORS

- The normal working week will be 37.5 hours, but some additional after hours and occasional weekend work will be required.
- Some intrastate travel may be required