

Position Description

Workforce Development Lead

The Victorian Alcohol & Drug Association Inc. (VAADA) is a Health Promotion Charity, whose goal is to promote the reduction of alcohol and drug related harms in the Victorian community.

We are a member driven peak body representing alcohol and other drug (AOD) treatment services, harm reduction organisations and services committed to VAADA's purpose of providing leadership, education and mutual support in the field of AOD dependence. This includes through policy, program development and public discussion.

Our vision is a Victorian community in which the harms associated with AOD use are reduced and wellbeing is promoted.

Our Principles

- Collaborative
- Professional
- Rights-Based
- Progressive
- Evidence informed

Position Overview

Title:	Workforce Development Lead
Reports to:	Head of Policy & Practice
Hours of work:	1.0 FTE (negotiable)
Term:	Ongoing
Classification:	Level 6 Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Level 6 222 Hoddle Street Abbotsford or by negotiation

Position Statement

The Workforce Development Lead is a learning and development expert who manages the delivery of workforce development activities that support practice capability for professionals employed in the Victorian AOD sector. The role is responsible for procuring professional development training, developing sector training solutions, and delivering workforce forums, seminars, training programs and other professional development activities. The Workforce Development Lead contributes to policy submissions that identify both system enablers and barriers and that support advocacy for more resources and improved conditions for Victoria's AOD workforce. The position also manages training partner relationships with the vocational and higher education sector and is responsible for contract management under the direction of the Head of Policy & Practice.

Key Responsibilities

a) Workforce Development

- Work closely with the Head of Policy & Practice to manage VAADA workforce development projects, meeting objectives, timelines and budgets.
- Prepare reports to funders as required that meet contract requirements.
- Innovate training solutions for the AOD and allied sectors by developing content and resources.
- Engage and work with contractors, subject matter experts and training partners to support workforce development outcomes.
- Facilitate tailored capability development initiatives, such as training programs, communities of practice and peer networks.
- Produce an annual training calendar for both brokered training and fee for service offers.
- Collaborate with the VAADA team to schedule workforce development forums, symposia and conferences.
- Support the Communications team to regularly promote training opportunities and workforce programs.
- Create opportunities for participant feedback to inform continuous improvement in activity performance and value.

b) Sector Engagement

- Create surveys to identify the training and development needs of the AOD workforce.
- Work with the Head of Policy & Practice to analyse workforce data and produce policy submissions to enhance the evidence base of AOD workforce development needs.
- Manage workforce reference groups and networks in consultation with the Head of Policy & Practice and CEO.
- Provide expert advice to the Department of Health, agencies and partners on AOD sector workforce development needs.
- Support the development of tender and grant submissions that directly relate to areas of AOD workforce capability.
- Work collaboratively to contribute to the achievement of VAADA's broader business objectives.

Qualifications & Experience

Essential:

- Minimum 5 years work experience in a related role.
- Knowledge of AOD workforce practice
- Working with Children's Check and National Police Check

Desirable:

- Tertiary qualification in education, vocational training, human resources or equivalent.
- Training experience.
- Lived and living experience of the alcohol and other drug system.

Key Selection Criteria

- Expertise in the area of workforce learning and development.
- Proven project management experience with excellent organisational and planning skills, including managing time, prioritising tasks and meeting deadlines.
- Demonstrated experience in providing professional leadership, coordination or practice guidance across a workforce or network.
- Strong written and verbal communication skills including writing for a range of audiences to influence change
- Demonstrated ability to build successful relationships with internal and external stakeholders.
- Demonstrated commitment to VAADA's vision, purpose and principles.