

# Position Description

<b>Position Title:</b>	Allied Health Education Coordinator
<b>Reports to:</b>	Allied Health Education and Research Manager
<b>Department:</b>	Allied Health Education and Research Unit
<b>Directorate:</b>	Community Care and Mental Health
<b>Cost centre:</b>	N2009
<b>Code &amp; classification:</b>	Pharmacist Grade 4 (TA20 – TA22), Speech Pathologist Grade 4 (VW24 – VW27), Occupational Therapist Grade 4 (VG14 – VG17), Physiotherapist Grade 4 (VB24 – VB27), Exercise Physiologist Grade 4 (EP90 – EP93), Podiatrist Grade 4 (CV17 – CV20), Social Worker Grade 4 (SC53 – SC46)
<b>Employment conditions:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025 or Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) 2021 – 2026 and its successors; and GV Health Policies and Procedures (and as varied from time to time).

**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

## POSITION SUMMARY

The Allied Health Education Coordinator is an organisation-wide and regional role focused on supporting allied health professionals, both within GV Health and at partner organisations within the Hume Region, across career stages. The role reports to the Allied Health Education & Research Unit Manager at GV Health and is embedded within the multi-disciplinary Allied Health Education and Research Unit.

The Allied Health Education Coordinator position is a key role in the organisation to facilitate the development of the capability and competency of the allied health workforce to deliver high quality healthcare. This will support the attraction, recruitment and retention of a talented, collaborative and innovative allied health workforce. The position requires excellent communication and collaboration skills to work closely with key stakeholders including allied health educators, managers of allied health professionals, researchers and other key staff, both internal and external, to GV Health. In collaboration with other members of the AH Education and Research Unit, the Allied Health Education Coordinator will actively contribute to the support of research publications and conference presentations.

The Allied Health Education Coordinator will help to drive innovation in education, contribute to the strategic direction of allied health education within GV Health and the Hume region, and help lead the development of clinical education frameworks and programs for allied health staff and students that support consistency of professional practice and standards.

**EXTERNAL RELATIONSHIPS:**

Liaises with:

- Education Providers - undergraduate and postgraduate
- Allied Health Clinical Educator networks
- Hume Region Managers of Allied Health Professionals
- Hume Region Allied Health Clinicians
- Professional societies
- Key stakeholders in regional and metropolitan Allied Health clinical practice and education
- Local secondary schools.

**INTERNAL RELATIONSHIPS:**

Liaises with:

- Allied Health Clinical Educators
- Allied Health Research Knowledge Translation Lead
- Managers of Allied Health Professionals
- Executive Directors, Divisional Directors, Department Managers and senior Allied Health leaders
- Allied Health workforce
- Nursing, Midwifery and Medical Clinical Educators

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**RESPONSIBILITIES AND DUTIES**

**The following duties are inclusive of but not limited to the following:**

- Foster a positive learning culture within GV Health and Hume region health services, prioritising ongoing professional development for allied health professionals
- Ensure evidence-base education programs are evaluated, improved and aligned with best practice principles
- Assist the Allied Health Education and Research Unit Manager with financial oversite of education-related revenue and funding
- Lead the identification of learning needs among allied health professionals at GV Health and Hume region and develop training plans to address those needs.
- Build partnerships with internal and external stakeholders to access funding, education and research opportunities
- Develop and implement strategies which maximise the opportunities for the delivery of undergraduate student placements/programs
- Conduct, collaborate and supervise others in healthcare research and quality improvement activities relevant to professional practice area and education role
- Build, develop and maintain relationships with internal and external partners and stakeholders in the hospital, region and state to build the capacity of clinical education and training within the Allied Health workforce at GV Health
- Investigate the use of new education delivery models and champion their adoption to address emerging healthcare problems
- Lead, and support the use of, technology to deliver education
- Contribute to the development, implementation and evaluation of an Annual Allied Health Clinical Education Plan

- Provide extensive specialised knowledge, advise or guidance to other clinicians to develop and deliver education to ensure safe and effective consumer-centre care

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## KEY SELECTION CRITERIA

### Formal Qualification(s) and Required Registration(s):

- Tertiary qualifications in Pharmacy, Exercise Physiology, Medical Imaging Technology, Occupational Therapy, Physiotherapy, Podiatry, Social Work or Speech Pathology.
- Current AHPRA registration and/or evidence of accredited practitioner and eligibility for membership of relevant professional association.

### Essential:

- At least 10 years post graduate experience
- Demonstrated advanced knowledge, skills and significant experience in the provision of clinical education programs and research or quality assurance participation
- Demonstrated teaching and course development in areas relevant to the duties and responsibilities of the position
- High level recognised clinical leadership experience and expertise
- Demonstrated ability, knowledge and experience to lead the professional development of others at undergraduate, professional and postgraduate level
- Demonstrated ability to form collaborative links with significant stakeholders, for example educational organisations, external industry organisations and professional bodies
- Demonstrated understanding of organisational change concepts and practices
- Experience in program redesign and evaluation, process improvement and change management.
- Demonstrated high level analytical thinking and investigative skills
- Contributing to educational policy within organisation or at broader sector level to increase profile as a leader in education
- Demonstrated, highly developed skills in organisation, time management, planning and priority setting.

### Desirable:

- Relevant post graduate qualification or working towards relevant post graduate qualification in Education or similar
- Demonstrated understanding of contemporary issues and directions affecting Allied Health professions and health services in Victoria
- Information technology skills including the development of e-learning strategies
- Experience coordinating regional, state-wide or national education, research and evaluation activities
- Evidence of publications or conference presentations related to research in education or associated field.

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## KEY PERFORMANCE INDICATORS

### Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;

- Contribution to identifying and addressing strategic priorities in allied health education at the organisation and regional level.
- Contribution to the development, implementation and evaluation of an annual Allied Health Clinical Education Plan.
- Provision of leadership in allied health education at the organisational and regional level, demonstrated by the successful conceptualisation, delivery and evaluation of programs that meet identified allied health training needs.
- Leading of work to increase the reach of educational programs, including those utilising simulation based learning and online resources.
- Engagement in quality assurance or research activities in education or knowledge translation.
- Facilitation of opportunities for allied health staff to engage in training in clinical specialty areas, quality improvement, leadership and capability skills and other discipline specific education initiatives.
- Collaboration with managers of allied health professionals to support identified education needs for allied health professionals across all career stages.
- Where requested, lead collaborative regional allied health educational initiatives.
- Promotion of a supportive learning culture for the allied health workforce at GV Health.
- Maintenance of professional registration practice within scope
- Registration is maintained (where applicable) and working within scope of practice.
- Credentialing requirements are maintained in accordance with GV Health credentialing procedures.

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**ALL GV HEALTH STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;

- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

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**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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**Community Care and Mental Health****Allied Health Education and Research Unit****Reviewed by:**

Emma Macdonald

**Issue Date:**

September 2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

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## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

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## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

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## OUR STRATEGIC PLAN

**The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:**

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

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## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)