

Position Description



Job Title:	Professional Officer, Workforce Development, Nursing.
Location:	Adelaide Office
Division/Service:	Office of the Chief Operating Officer
Immediate Manager:	Chief Operating Officer
Direct Reports:	Nil
Award Classification:	Education Services (PSE) Award 2020
Compliance Requirements:	National Police Check Professional Accreditation/ Registration Driver's License

Organizational Background

CRANApplus exists to ensure the delivery of safe, high quality primary healthcare to remote and isolated areas of Australia. We are an affordable, grassroots, not-for profit, membership based organisation that has provided nearly 40 years of education, support and professional services for the multi-disciplinary remote health workforce.

CRANApplus prides itself on practice through values, and all *CRANApplus* employees demonstrate integrity, excellence, respect, inclusiveness, and advocate for social justice.

Purpose of the Position:

Professional knowledge contribution, project management, and industry networking to strengthen resources and pipelines encouraging and supporting Nurses to engage in rural and / or remote communities.

Responsibilities/Duties:

May include, but are not limited to:

- Research and promote rural and remote workforce pipelines to support workforce development initiatives across Australian communities.
 - Research, establish and maintain relationships with key stakeholders who offer initiatives, programs and incentives to encourage nurses and midwives into remote and/or rural practice.
 - Inclusive of State/ Territory Departments of Health, Aboriginal Community Controlled Health Organisation (ACCHO) sectors, University Departments of Rural Health (URDH), and the Australian Rural Health Education Network (AHREN)
 - Build and maintain a national resource that serves as a central repository linking to all aforementioned initiatives, programs, and incentives.
 - Promotion design and implementation through tailored marketing strategies
 - Supporting and driving engagement with the National Rural Health Student Network (NRHSN) and various university Rural Health Student Clubs.

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- Develop and drive Continuous Professional Development Initiatives
 - Author or curate clinical articles or updates for the CRANApplus Magazine edition
 - Develop a proposal for a clinical development stream for the 2021 CRANApplus conference.
 - Contribute to the development of on-line or e-resources for CRANApplus members and wider community stakeholders
 - Participate in the delivery of professional development workshops, as required, to remote workforces
- Contribute professional knowledge and experience to a range of projects and priorities engaged by the Office of the Chief Operating Officer including contribution to the development of consultation papers and position statements
- Operational management of the LINKS Mentoring Program including a comprehensive review of the program, marketing, monitoring, reporting and evaluation
- Monitor and support the role of Nurse Practitioners in rural and remote practice.
- Provide operational support to the CRANApplus Adelaide Office as required:
 - Champion cultural and site safety
 - Available to staff as a contact person for support or guidance
 - Contribute to culture & engagement of the on-site team
 - Act as a point of contact for CRANApplus for office-based activities or initiatives
- Adhere to Policy and Undertake Continuous Improvement Activities that Enhance the Effectiveness of *CRANApplus*
 - Ensure familiarity of workplace policies and procedures including human resources and occupational health and safety and comply at all times;
 - Stay abreast of *CRANApplus* needs and trends by participating in own personal and professional development programs and by maintaining a network of associates where information sharing can contribute to innovation and improvement activities;
 - Contribute to efficient, effective and ethical investment of CRANApplus resources, including financial and resource management and reporting, including compliance with the CRM and Google Drive procedures.
 - This position holder may be directed to carry out additional duties that are within the limits of the employee's skill, competence and training to assist CRANApplus in meeting its overall objectives
 - From time to time you will be required to assist in other locations. You will also be required to travel intrastate, or interstate, as required.

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Selection Criteria:

Essential Knowledge, Skills, Abilities:

1. An AHPRA Registered Nurse (+/-Midwifery registration). Post graduate qualifications in appropriate fields are highly desired.
2. A minimum of five (5) years' clinical experience.
3. Demonstrated experience within workforce development projects, or program/ project management.
4. Knowledge of the national health agenda, or ability to acquire.
5. A demonstrated understanding of issues impacting, rural and remote communities, and/ or health professionals.
6. Demonstrated knowledge and application of culturally safe practices, and the ability to work respectfully, effectively, and collaboratively with culturally diverse communities.
7. Strong interpersonal and communication skills with the ability to effectively build and maintain professional relationships and work collaboratively with internal and external stakeholders from diverse backgrounds.
8. Exceptional written communication, with preferred authorship and/ or curator experience.
9. Demonstrates initiative, is self-driven, and can manage multiple and/or competing deadlines to achieve required outcomes
10. Experience working across a range of technology solutions and programs and is adaptable to learning new systems and can apply innovation.
11. Ability to travel within Australia as required and agreed.

Executive or CEO

Signature

Date

Employee's Name

Employee's Signature

Date

In signing and reading this position description, I understand and acknowledge its contents

Date Position Description last reviewed: July 2020.