

Position Description

Title of the role:	Training & Development Business Partner - Locals
Classification:	SCHADS Level 5 Schedule B
Employment type:	Fixed term
Program Area:	People and Culture
Location:	Fairfield
Reports to:	Manager, Training and Development
Last Revised:	January 2025

About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

Our Values

Honesty:

We are open and sincere in all interactions
We show compassion and consideration to all our stakeholders
We take responsibility for our actions

Acceptance:

We champion and respect all voices and choices
We accept people no matter how complex their needs
We see the person, the family and the community

Fairness:

We believe everyone has the right to equal opportunities
We challenge social injustice and advocate for change
We collaborate to solve problems

Commitment:

We are committed to our work and we won't give up
We have the courage to make decisions and are accountable for our actions
We dare to go down new roads and challenge accepted wisdom

Participation:

We promote participation and transform lives and communities

We value the expertise and contribution of everyone we work with

We build knowledge and lead conversations

Our approach to service delivery

Our recovery services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective recovery support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities across the range of services and supports we offer, including people and their families living with mental health and / or disabilities, and carers.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

Position Summary

The Training Business Partner is responsible for overseeing the training needs of the Victorian Locals teams. The role will require close collaboration with the central Wellways training team and the Locals Training Coordinators in ensuring training is scheduled and delivered in a timely and efficient manner.

The training needs for the Locals is wide and varied and operating in this complex environment will require excellent stakeholder management and communication skills. Whilst the focus of the role will be on delivering existing training programs, there will also be an opportunity to undertake training needs analysis to identify future training needs.

Responsibilities

Key Functions	Key Performance Indicators
Training Delivery and Support	- Facilitate (online and in-person) training programs to Locals teams - Scope, design and develop training programs for Wellways and Locals staff applying adult learning methodology and principles - Support Locals training coordinators with scheduling and record keeping aligned to training programs - Undertake training needs analysis for locals teams - Support the evaluation process and practice aligned to training programs - Support the broader Wellways team with training needs as required - Take an active and lead role during weekly huddles between Wellways training team and Locals Training Coordinators
Team Effectiveness	- Work as part of the team on the basis of an ethos of collaboration, co-operation, respect and mutual support - Support for, and on-going development of, an environment based on shared accountability and effective knowledge sharing - Cooperation with all team members in order to ensure continuity of training and development programs and the provision of an exceptional service offer - Actively participating in team meetings, service planning sessions, Performance Development and Review (PDR) supervision and staff development activities as required - Participate in continuous improvement processes for the purpose of enhanced program delivery
Business Partnering & Projects	- Develop strong and collaborative working relationships between the Locals team and Wellways central training team - Share ideas and updates (related to training) generated from the Locals with the Wellways central training team and vice versa to help drive collaboration - Help drive efficiencies aligned to ways of working between Wellways, the Locals and their respective partners - Communicate effectively and respectfully to ensure strong relationships are maintained between Locals, their partners and Wellways - Lead project based work aligned to new training programs, products, resources, processes and procedures

Essential Requirements, Knowledge, Experience and Skills

Qualifications & Essential Requirements	• Tertiary qualifications (minimum certificate IV) in Mental Health, Psychology, Social Work, Occupational Therapy, or other health related field and certificate IV in Workplace Training and Assessment , Education or equivalent experience in a related field • Current valid Driver's License and the ability to undertake regular travel • Current Police Records Check (less than 12 months old) • Current Working with Children Check • Right to Work within Australia • NDIS Worker Screening Clearance • Completion of NDIS Quality and Safeguards Module 'Quality, Safety and You'
Skills	• Strong facilitation skills that keeps learners engaged and involved throughout the training and/or workshop • Understanding of adult learning methodology and principles • Ability to scope and design training programs and/or workshops • Strong communication skills • Exceptional relationship management skills that drive supportive and collaborative working relationships built on trust and respect • Strong project management methodology to ensure projects (aligned to training) are managed efficiently and with clear outcomes • A service oriented mindset that seeks to understand underlying needs and works actively to meet demands • Ability to problem solve whilst working in a complex environment •

Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: 0

Travel Percentage: As required

On Call: n/a

Wellways Organisational Chart

