

Position Description

OVERVIEW

Position	Workforce Development Officer
Employment status:	This position is permanent part-time (0.8 FTE)
Accountability:	The position will report to the Health Promotion Manager
Working relationships:	Collaborates with healthcare professionals, primary care and community health services, public health services, community organisations, workplaces and other sector partners, alongside LiverWELL staff, to strengthen workforce knowledge and capability in viral hepatitis, prevention, testing, referral and linkage to care.
Remuneration:	Classified at SCHADS Award Level 4.3 , with an annual salary of \$97,140 (pro rata, \$77,712 at 0.8 FTE) plus access to salary packaging benefits.
Location:	Based at LiverWELL, Our Community House, 552 Victoria St, North Melbourne, with flexibility to work from home by agreement.

ABOUT LiverWELL

LiverWELL (incorporating Hepatitis Victoria) is a not-for-profit community-based organisation that has worked for over 30 years to eliminate viral hepatitis in Victoria. In line with Victorian and Australian government strategies, our long-term plan builds on this critical work and broadens our scope to improve liver health outcomes for all Australians.

Viral hepatitis and steatotic liver disease are major contributors to liver disease and liver cancer. Together, they represent two of the fastest-growing risk factors for cancer-related mortality and morbidity in Australia.

LiverWELL collaborates with a broad spectrum of community, health sector, research, and government organisations to:

- Raise awareness of viral hepatitis and noncommunicable liver disease to help reduce their risk and impact through community education, sector capability building, and efforts to challenge stigma and discrimination.
- Improve access and referral to quality information, care, treatment, and support especially for vulnerable and at-risk communities.
- Support people with lived experience of viral hepatitis and liver disease to actively participate in solutions, ensuring that their voice informs responses to viral hepatitis and liver disease.
- Advocate, collaborate and mobilise collective action to eliminate viral hepatitis and drive a stronger response to the challenges of viral hepatitis and liver disease in our community.

OUR VISION

Liver health for all.

We prevent and reduce the impact of liver disease, including viral hepatitis, and to continue to combat stigma.

OUR VALUES

- **Respect** – We respect all people affected by liver disease, promoting dignity, and challenging stigma and discrimination.
- **Inclusion** – We seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work.
- **Collaboration** – We work in partnership with those affected by liver disease, and with others who share our values and aim.
- **Impact** – We strive for maximum impact, building on evidence, being innovative, and driving change to achieve better liver health.

POSITION PURPOSE

The Workforce Development Officer strengthens the knowledge and capability of health, community and other workforces to respond effectively to hepatitis B and C. The role develops and delivers evidence-informed workforce development activities that support hepatitis prevention, testing, linkage to care and stigma reduction. Working with a range of sector partners, the position proactively identifies workforce learning needs and opportunities within and outside the hepatitis sector, initiates engagement with relevant organisations, and develops targeted education and resources to strengthen workforce responses to viral hepatitis across Victoria.

KEY RESPONSIBILITY AREAS

Workforce Development and Capacity Building

- Proactively identify workforce learning needs, gaps and opportunities across health, community and other relevant sectors.
- Develop, deliver and evaluate evidence-informed education, training and workforce development activities on hepatitis B and C.
- Incorporate lived and living experience perspectives into the development, delivery and evaluation of workforce education and capacity-building activities.
- Initiate engagement with organisations and services to identify opportunities for workforce development and establish ongoing education partnerships.
- Tailor workforce development activities to the knowledge, roles and needs of different audiences and workplace settings.
- Develop and contribute to workforce-facing resources that support hepatitis prevention, testing, linkage to care and stigma reduction.
- Identify opportunities to integrate workforce development activities across LiverWELL programs, regional initiatives and sector partnerships.

Partnerships and Stakeholder Engagement

- Build and maintain relationships with organisations within and outside the hepatitis sector to strengthen workforce knowledge, referral pathways and responses to viral hepatitis.
- Establish partnerships with education and training providers to deliver workforce development for students entering health and community services.
- Engage with regional and local stakeholders to identify workforce development priorities relevant to their communities and service settings.
- Represent LiverWELL at relevant sector meetings, networks, forums and professional development opportunities.
- Collaborate with LiverWELL staff and external partners to coordinate workforce development activities across programs and initiatives.

Education and Resource Development

- Develop and adapt evidence-informed education content and learning resources to address identified workforce needs and knowledge gaps.
- Ensure workforce education and resources are accurate, accessible, relevant to the intended audience and aligned with current hepatitis B and C information and guidance.
- Develop workforce-facing resources that support healthcare and community service providers working with people affected by or newly diagnosed with hepatitis B and C.
- Embed stigma reduction, person-centred approaches and supportive communication across workforce education and resources.
- Review and update workforce education and resources in response to emerging evidence, sector feedback and identified needs, working with relevant internal and external subject matter experts as appropriate.

Program Monitoring and Reporting

- Maintain accurate records of education sessions and participant attendance.
- Collect participant feedback and evaluation data.
- Contribute to funding reports, case studies and project updates.
- Participate in team meetings, supervision and quality improvement activities.

Organisational Contribution

- Work collaboratively across the LiverWELL team to support organisational priorities.
- Contribute to planning, quality improvement and organisational initiatives.
- Comply with organisational policies, including privacy, cultural safety, child safety and workplace health and safety.
- Undertake other duties consistent with the scope and classification of the position.

KEY SELECTION CRITERIA

Essential

- Demonstrated ability to work respectfully and collaboratively with people with lived and living experience, ensuring their perspectives inform the development and delivery of workforce activities.
- Qualification in public health, health promotion, allied health or another relevant health discipline.
- Demonstrated experience in workforce development, health education, health protection, professional education or capacity building within health, community or related settings.
- Demonstrated ability to develop and deliver engaging, evidence-informed education and training for diverse workforce audiences.
- Sound knowledge of viral hepatitis, including hepatitis B and C prevention, testing, care and referral pathways, or demonstrated ability to rapidly develop this knowledge.
- Demonstrated ability to proactively identify workforce learning needs and initiate engagement with organisations to develop education and capacity-building opportunities.
- Demonstrated ability to build and maintain effective relationships with healthcare professionals, community services, education providers and other stakeholders.
- Strong written and verbal communication skills, including the ability to communicate effectively with both clinical and non-clinical audiences.
- Well-developed organisational and time-management skills, with the ability to work independently, manage competing priorities and meet deadlines.
- Demonstrated ability to work collaboratively as part of a multidisciplinary team and commitment to LiverWELL's values of respect, inclusion, collaboration and impact.

Desirable

- Experience in viral hepatitis, communicable diseases or a related health field.
- Experience working across clinical and community settings.
- Certificate IV in Training and Assessment or equivalent training experience.
- Experience working with people affected by viral hepatitis and/or priority populations experiencing health inequities or barriers to accessing healthcare.
- Experience coordinating workforce development activities and deliverables.
- Experience using client management, data or reporting systems.
- Lived or living experience of viral hepatitis or other liver disease.

MANDATORY REQUIREMENTS

- Current Working with Children Check and National Police Check (or ability to obtain prior to commencement).
- Successful applicant must have full working rights in Australia.
- Compliance with all workplace safety requirements applicable at the time of employment.

CONDITIONS OF EMPLOYMENT

- This is a permanent part-time role (0.8 FTE).
- Employment is subject to a standard probationary period of three months, during which performance and suitability for the role will be reviewed.
- Salary packaging available in accordance with ATO guidelines.
- Flexible and hybrid working arrangements are supported in accordance with LiverWELL's Work-From-Home Policy and by agreement with the Manager.
- Occasional after-hours work and travel within Victoria may be required (time-in-lieu arrangements apply).
- A current Victorian driver's licence (or an ability to travel independently for work purposes) is required, unless exempt due to medical or other reasonable circumstances.
- Occasional interstate travel may be required for workshops, conferences or meetings.
- This role is not eligible for visa sponsorship, and LiverWELL is unable to provide letters of support or documentation for visa extensions or renewals.

ORGANISATIONAL POLICIES

All employees are expected to comply with LiverWELL's policies and procedures, including Code of Conduct, Privacy and Confidentiality, Work Health and Safety, Cultural Safety, and Child Safety policies.

EQUAL OPPORTUNITY AND INCLUSION

LiverWELL is committed to diversity, equity, and inclusion in the workplace and is an equal opportunity employer. We particularly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTQIA+ communities, and people with lived or living experience of viral hepatitis, liver disease, or other relevant health or social circumstances.