

Education, Development & Training Coordinator– AO6 Statewide Multicultural Action Team

(Temporary position till end June 2007)

The Statewide Multicultural Action Team is implementing the Queensland Health Multicultural Action Plan 2006-07. A key initiative is implementing a statewide program on cross cultural training “Safe Services, Diverse Communities”.

This position will be responsible for conducting the pilots of training packages within the “Safe Services, Diverse Communities” training program, as well as evaluating the pilots and finalising the training packages, in consultation with the Principal Project Officer within the team. The position will also be responsible for planning the statewide rollout of the training including arranging training for administration/reception staff during June 2007.

The pilots will be conducted in the following Health Service Districts: West Moreton, Gold Coast, Brisbane North, and Sunshine Coast. Therefore, the position will require some travel.

Appointment to the position will be based on the applicant’s ability to meet the following selection criteria:

Advanced applied training knowledge and skills, particularly in working with and providing culturally inclusive services to people from culturally and linguistically diverse backgrounds.

Demonstrated strong communication skills and demonstrated ability to:

- o Establish and maintain effective working relationships with a range of internal and external key stakeholders, including customers.
- o Negotiate and deliver outcomes that meets the needs and expectations of customers
- o Effectively consult with the community.

Proven experience to effectively organise and coordinate training with a logical, proactive and forward thinking approach to achieve viable outcomes.

Demonstrated self motivation and proactive approach to own and others’ continuous learning, participating in and conducting internal and external training, participating in networks and applying knowledge within the workplace.

Demonstrated willingness to work within existing processes and systems and be able to facilitate, promote and adapt to change.

Supervise and manage staff in line with quality human resource management practices with particular reference to employment equity, anti-discrimination, occupational health and safety and ethical behaviour.

To apply, please submit an email with a response to the above selection criteria (maximum of 2 ½ pages A4 font 12) + your CV to Ellen Hawes by 5pm 10 April, 2007 (Ellen_Hawes@health.qld.gov.au).

For further information please contact:

Ellen Hawes, Team Leader, Statewide Multicultural Action Team, hosted by Southern Area Health Service, mobile 0439 762 662; on (07) 3895 3119;

Or

Ann Garred, Principal Project Officer, Statewide Multicultural Action Team, hosted by Southern Area Health Service, on (07) 3895 3121.