



Terms of Reference

Position Title:	ANFPP NPC Education and Workforce Development Manager
Job Level:	5
Location:	Brisbane – Head Office
Reporting To:	ANFPP NPC National Program Manager
Abt Associates Values:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission-Driven. We are united by our mission to improve the lives of people worldwide.</p> <p>Global. We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.</p> <p>Committed to Excellence. We strive to meet and exceed the highest professional standards.</p> <p>Collaborative. We know that working collaboratively produces excellence.</p> <p>Accountable. We take responsibility for what we do and how we do it.</p> <p>Balanced. We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
Duty Statement:	<p>The Workforce Development Manager will manage the multi-disciplinary Workforce Development and Education team in the delivery of high quality, culturally safe education and professional development of ANFPP staff. The role will contribute high level technical direction to the continuous quality improvement of ANFPP materials and implementation practice that supports delivery to program fidelity,</p>

	<p>promotes culturally safe practice, clinical excellence, and education standards.</p>
<p>Specific Duties:</p>	<p>Team Management</p> <ul style="list-style-type: none"> • Managing the Workforce Development Team, including leading and directing inputs of the Workforce Development Team (both internal staff and external contractors), and providing direct support and guidance to the Nurse Educators and Family Partnership Worker (FPW) Educator; • Support and participate in the delivery of core education in accordance with the training calendar and ensuring proficiency by all educators in the delivery of the education content; • Be accountable for the Workforce Development Team’s reporting against contract deliverables, including the timely documentation of technical deliverables in a way that supports routine reporting; • Being accountable for the coordinated delivery of the NPC education program within budget, and ensuring that the ANFPP curriculum is current and updated as per program requirements and any direction from the Regents of University of Colorado; • Maintaining and strengthening relationships with senior ANFPP program partner staff and ensuring that the Workforce Development Team delivers high quality education and professional development services to ANFPP staff that promotes positive relationships and program implementation practice. <p>Core Program Materials</p> <ul style="list-style-type: none"> • Leading the review and development of ANFPP program education materials to ensure currency with NFP® and Australian license and intellectual property requirements, and cultural safety through established review and governance processes; <p>Workforce Community of Practice and Technical Excellence to promote program fidelity and ANFPP staff capability</p>

- Overseeing the successful implementation of ANFPP Reflective Practice for Nurse Supervisors with respect to program fidelity;
- Contributing to the successful implementation of the annual ANFPP Annual National Conference and regular Community of Practice meetings across all ANFPP roles;
- Ensuring that the ANFPP has a high level of engagement with the NFP International Specialist Educator and other international societies relative to education delivery, innovation and workforce development;
- Ensuring that the ANFPP has a high level of engagement with relevant international and national nursing bodies and other stakeholders as appropriate, including the tertiary education system;
- Providing leadership in the development of strategy to support ANFPP staff retention, including career and professional development activities (eg: mentoring programs);
- Participating in the development of research opportunities and or articles for publication;

NPC Governance and Operational Responsibilities

- Functioning as an active member of the National Program Centre governance mechanisms including operational management, clinical governance (including WDE team members meet relevant credentialing requirements where required), innovation and technical excellence, providing high level technical inputs that support continuous quality improvement to program practice, program materials, innovations
- Participate in ANFPP and NFP® national and international governance mechanisms, ensuring improvements and key decisions are disseminated and appropriate actions are progressed as it relates to workforce development and education.
- Developing the annual Workforce Development and Education implementation plan and monitoring its implementation;
- Incorporating succession planning into planning activities to ensure adequate documentation is available, supporting

	<p>WFD staff with cross-skilling activities (where possible) to promote continuity of workplan activities;</p> <ul style="list-style-type: none"> • Contributing to the successful implementation and monitoring of the ANFPP quality framework; • Identifying risks and developing strategies to manage the risks identified; • Championing the ANFPP whilst modelling behavior congruent with ANFPP practice; • Contributing to Abt Associates business development and reputational capital enhancement; and • Other reasonable duties as directed.
Key Selection Criteria	
Highly Desirable	
Required Experience	<p>KSC 1. Demonstrated experience in successfully managing a multidisciplinary team</p> <p>KSC 2. A minimum of 5 years demonstrated experience working in the Australian primary health care sector.</p> <p>KSC 3. Demonstrated experience working with Aboriginal Community Controlled Health Organisations, or similar experience in the Indigenous health and/or community development sector</p>
Required Skills and Qualifications	<p>KSC 4. Current registration with APHRA as a Registered Nurse, or Midwife</p> <p>KSC 5. Demonstrated program management skills in development and managing of operational workplans</p> <p>KSC 6. Certificate 4 in Workplace Assessment and Training, or the willingness to acquire this qualification on commencement (or similar).</p> <p>KSC 7. Proficiency in Microsoft Office suite (Word, Powerpoint, Excel, Outlook)</p>
Personal Attributes	<p>KSC 8. Highly developed written and verbal communication, and demonstrated ability to establish constructive and respectful working relationships across multiple and varied stakeholders.</p>

Desirable	
Experience	Professional experience in the Aboriginal and Torres Strait Islander health sector or similar, ideally an Aboriginal community-controlled medical service.
Skills and Qualifications	A higher degree relevant to the position.

