

Position Description

Position Title	Education Coordinator, Corporate
Position Number	30005422
Division	People and Culture
Department	Corporate Education and Systems
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G4 L1
Classification Code	HS4
Reports to	Manager – Corporate Education and Systems
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The position of Education Coordinator, Corporate will report to the Manager Learning Management System. They will coordinate the corporate learning and development framework for Managers and staff. The Education Coordinator will align corporate learning and development opportunities with organisational strategic objectives and priorities that contribute to Bendigo Health's vision and values. Working collaboratively with other education teams, the Education Coordinator will contribute to the development of an organisational training calendar that supports the development of Managers and staff in their roles.

The position will co-ordinate multimodal training opportunities from internal and external training providers. Working as part of the learning management system team to ensure training opportunities are accessible and staff learning records are maintained.

The Education Coordinator, Corporate will report to the Manager, Learning Management System, and will play a key role in coordinating Bendigo Health's corporate learning and development program for managers and staff. The position focuses on organising, scheduling, and supporting the delivery of corporate development activities that align with organisational priorities, strategic objectives, and Bendigo Health's vision and values.

Working collaboratively with education teams and key stakeholders, the Education Coordinator will support the development and maintenance of an organisational training calendar that strengthens capability across the workforce. The role will coordinate multimodal training opportunities delivered by internal and external providers, ensuring sessions are well-organised, communicated effectively, and accessible to staff.

As part of the Learning Management System team, the Education Coordinator will help ensure training activities are accurately recorded, staff learning records are maintained, and corporate programs run smoothly from planning through to completion.

Responsibilities and Accountabilities

Key Responsibilities

Program Coordination

- Coordinate the corporate learning and development programs for managers and staff, ensuring alignment with organisational strategic direction, vision, and values.
- Support and uphold the governance, processes, and reporting requirements established by the Training, Learning & Development Committee.
- Work collaboratively with learning and development teams and key stakeholders to develop, publish, and maintain a coordinated organisational training calendar.
- Coordinate the delivery of approved corporate training activities within the allocated budget, ensuring programs are well-organised, communicated, and accessible to staff.
- Oversee the scheduling, administration, and delivery of leadership and professional development programs, ensuring smooth end-to-end coordination.

Stakeholder & Provider Engagement

- Liaise with internal departments and external training providers to organise and deliver learning solutions that respond to staff, departmental, and organisational training needs.
- Build and maintain positive relationships with training providers to ensure high-quality, timely, and cost-effective program delivery.
- Work collaboratively with other education teams and stakeholders to ensure a consistent, structured, and coordinated approach to learning and development across the organisation.

Program Support & Continuous Improvement

- Support the development, review, and improvement of training materials, resources, and program documentation, ensuring they are clear, current, and aligned with adult learning principles.
- Assist in evaluating training activities to ensure they meet intended learning objectives and contribute to positive, measurable outcomes.
- Other duties as required

Key Selection Criteria

Essential

1. Demonstrated knowledge of effective learning and development strategies
2. High level administration skills
3. Excellent communication and negotiation skills; with demonstrated ability to build rapport with stakeholders, employees and vendors
4. The ability to coordinate and evaluate learning that support organisational strategic objectives
5. The ability to provide facilitation of groups when required at all levels of the organisation

Desirable

6. Previous experience working in a large health service.
7. Experience in a similar learning and development role, or qualifications in HR, Learning & Development, Education or related field
8. Experience with learning management systems to support and deliver targeted curriculum in complex workforce.
9. Previous experience in coordinating education programs

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**

- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.