

POSITION DESCRIPTION

Position Title:	Education Coordinator – Footscray/Williamstown
Business Unit/Department:	Education & Learning
Division:	People, Culture & Communications
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Educator – Course/Phase/Inservice/Continuing Education: Year 1 to Year 2 (XB1 to XB2)
Reports To:	Manager – Education & Learning (Nursing)
Direct Reports:	Clinical Nurse Educators and Clinical Support Nurses – Footscray/Williamstown
Date Prepared/Updated:	7 April 2026

Position Purpose
<p>The Education Coordinator – Footscray/Williamstown is responsible for the day-to-day coordination of these educational teams. These teams include clinical nurse educators (CNE) and clinical support nurse (CSN). This role will provide support to the teams as well as developing individual team members. The education coordinator will work closely with NUMs and Clinical Operations teams to deliver clinically relevant, educationally sound education to increase staff capability. This position will work closely with the GNP coordinator to provide resources for graduate study days at any campuses and ensure that graduate nurses are well supported in the clinical areas.</p> <p>Aligned with the organisation’s strategic growth objectives, the Coordinator engages with internal and external stakeholders to uphold the highest standards of safe, evidence-based care. This position provides educational leadership and ensures that all content is pedagogically sound, relevant to clinical practice, and grounded in contemporary educational theory.</p> <p>The Coordinator is expected to demonstrate advanced clinical expertise and apply exceptional interpersonal skills to effectively consult and liaise across a broad stakeholder network. As a clinical role model, the coordinator sets high standards for nursing practice and partners closely with the wider WH education teams to promote excellence in care delivery and professional development.</p>
Business Unit Overview
<p>Western Health recognises the importance of career development for its staff. The Centre for Education (CE) is a key provider of clinical support, professional development and continuing education for nurses, midwives, other health professionals and non-clinical staff. The CE aims to provide an efficient and effective integrated education service that addresses the learning, education and training needs of Western Health staff from a perspective of life-long learning and professional development.</p>

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Key Responsibilities



Support the development and learning of nurses:

- Lead, support, direct and motivate nursing staff in the provision of high quality, evidence based and culturally sensitive patient care.
- Facilitate and perform nursing interventions within professional standards and boundaries as described by the relevant professional bodies and Western Health and ensure all nursing staff adheres to the same standard.
- Act as a positive role model, coach, mentor and clinical resource through the development, implementation and evaluation of teaching plans for nursing staff that meet their learning needs.
- Act appropriately to immediately manage any behaviours that do not meet policy and procedure ensuring safe patient care.
- Maintain a high profile within the relevant areas of the organisation and provide a clinical education service to nursing staff in the health service.
- Enhance practice through the teaching of clinical reasoning, and by applying these skills to the identification, implementation and evaluation of patient problems and outcomes.
- Contribute to the education of nursing and other professionals through the exchange and sharing of information gained from participation in meetings, portfolio management, seminars and conferences via in-services, presentations, education forums and team meetings.
- Participate and contribute to improvement of policies, procedures and protocols and identify potential issues in nursing practice and areas of improvement in clinical standards.
- Assist with the organisation and facilitation of Study Days and education sessions/in services offered to staff through the continuing education calendar.
- Evaluate relevant educational programs using qualitative feedback, clinical observation and audits.



Achieve performance excellence:

- Lead the team to assist in the development of clinical skills of staff by providing education, supervision, coaching and mentorship.
- Assist with provision of feedback to staff on their performance, including performance management for nurses in programs and maintain records and documents relating to the performance and development of all staff.
- Liaise with Nurse Unit Managers to provide education for nursing staff identified as requiring management for poor performance when a skills or knowledge gap is identified
- Demonstrate effective communication and interpersonal skills in every aspect of the education/learning process.
- Disseminate information to nursing staff through verbal and/or written communication regarding nursing and clinical practice, and report to departmental manager on a regular basis.



Collaborate and leadership:

- Provide strategic direction and leadership to direct reports as well as to the wider range of stakeholders including clinical staff of all disciplines, education and site managers and senior education leadership.
- Actively promote Western Health as an organisation of choice for educational programmes including representing WH at external forums.
- Collaborate with other members of the educational leadership team to develop robust programs that can be translated to their clinical areas.
- Review and improve relatable opportunities to support Western Health growth, change and organisational demands.
- Demonstrate expert knowledge and skills in the clinical environment and utilise principles of educational theory to address learning needs.
- Liaise regularly with clinical settings to foster a positive learning environment and culture of acceptance and inclusion.
- Effectively manage relationships with internal and external stakeholders.
- Provide relevant statistics and data to education managers and senior leaders as required.
- Evaluate programs and delivery to constantly improve the WH experience.

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- In collaboration with key stakeholders, develop and review current policies, procedures and guidelines pertaining to education.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Director of Education and Learning
- Managers of Educations and Learning – Nursing, Midwifery and Mental Health
- Interprofessional Education Lead
- Directors of Nursing, Divisional Directors, Clinical Directors/Head of Units.
- Education and Learning team
- Quality Managers
- Nurse Unit Managers
- Unit staff

External:

- Education Providers
- Community of Western Health

Selection Criteria

Essential:

- Registered in Division 1 with AHPRA and current Practicing Certificate
- Successful completion of Post Graduate Certificate/Diploma in nursing
- Master's qualification with an educational focus
- Minimum of five years post registration experience with minimum of three years in education role
- Demonstrate advanced clinical nursing skills and knowledge
- Demonstrate interpersonal and leadership skills including problem solving, conflict resolution, negotiation and teaching
- Demonstrate leadership abilities in encouraging and motivating their team to perform at their best by creating an environment of trust in the team and leading with compassion and kindness.
- Demonstrate excellent communication skills both written and verbal
- Demonstrate the ability to work autonomously in the role
- Demonstrate an ability to work collaboratively as part of multidisciplinary, nursing and education team
- Possess knowledge of relevant legislation, policies and human resource procedures.
- Be innovative, resourceful and adaptable to change.
- Proficient in the use and possess the ability to trouble-shoot ICT systems
- Demonstrate commitment to ongoing learning and professional development
- Demonstrate understanding of professional and clinical issues

Desirable:

- Experience in a clinical leadership role
- Experience in writing academic content

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.

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- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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