

POSITION DESCRIPTION

Position Title:	Occupational Violence & Aggression Prevention Educator
Business Unit/Department:	Safety, Risk & Emergency Management
Division:	People, Culture & Communications Directorate
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement; Victorian Public Mental Health Services Enterprise Agreement; Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	<i>Nursing:</i> Registered Nurse – Educator (Major) (RN35); Clinical Nurse Consultant A to E (ZF4 to ZG6); <i>Mental Health:</i> Registered Psychiatric Nurse – Grade 5 (NP51); or Allied Health Professional equivalent
Reports To:	Operations Manager – Occupational Violence & Aggression Prevention
Direct Reports:	N/A
Date Prepared/Updated:	18 August 2025

Position Purpose

The Occupational Violence & Aggression (OVA) Prevention Educator works under the direction of the OVA Operations Manager and is responsible for providing clinical education and training, with a primary focus on the prevention and management of occupational violence and aggression, particularly emphasising the delivery of virtual reality training (Reframe Your Response). This will include facilitating the training, reviewing the content and schedule of an annual training and education plan.

The OVA Educator is accountable for:

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill.
- Ensuring that they are registered to work as a Registered Nurse or Allied Health Professional in Australia at all times whilst working within Western Health.

The role focuses on embedding the principles of WH's Predict, Prevent: Priority Safety Staff Campaign to ensure that the workplace proactively works towards minimising the risks of OVA through education, training, and mentoring. The role will also be expected to develop and deliver a range of education, training and in-services in the area of prevention and management of OVA and other related clinical topics. These sessions will be designed to meet the diverse and area-specific concerns of the clinical and non-clinical workforce at risk of exposure to OVA by patients and visitors of WH. The role requires sound clinical knowledge and leadership, the ability to work autonomously and within a team environment. Collaboration with nurse unit managers, clinical nurse leaders, educators and security staff is expected.

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Business Unit Overview
The Safety, Risk and Emergency Management Unit forms part of the People, Culture & Communications Division and provides a range of services to management and staff across all areas of Western Health, such as occupational health and safety management, including occupational violence and aggression, risk management, and strategic coordination of emergency/disaster management. The Safety, Risk and Emergency Management team members are committed to working as a partner with management and staff to help achieve Western Health's vision, goals and objectives. In addition to providing guidance and advice on a broad range of OHS issues, the team strives to produce best practices and continuous improvement strategies and services to maximise their effectiveness and staff safety. The Safety, Risk and Emergency Management Unit (SREM) is a support service to all Western Health staff, at all levels. The OVA team provides specialised OVA advice and collaborates with the broader OHS Advisor team and Western Health staff to achieve outcomes that promote safe and healthy working environments. The SREM team acknowledges the expertise every Western Health employee brings to their role and the power their expertise has in achieving successful outcomes for health and safety challenges and opportunities.
Key Responsibilities
Contribute to the development and learning, as directed, in collaboration with key stakeholders, and: • Ensure that all staff identified in the high OVA risk areas undertake the mandatory training requirements • Assist with the development and facilitation of in-services including orientation • Identify areas and staff groups that require specialised OVA training/education, including post incident education • Maintaining records and documents of training completion and provide this data at relevant Committees (e.g. OVA Committee) • Develop OVA training materials specifically tailored for the level of risk and work types • Introduce quality and evaluation initiatives to ensure all training/education programs offered are at a high professional standard • Monitor OVA data and undertake analysis of these events to determine the effectiveness of OVA training and further training requirements • Develop a range of reports that accurately reflect the training and education status and any OVA management gaps that could potentially require a focus • Assist in the review of OVA related policies, procedures and guidelines • Address and promote the OVA standards and guidelines developed by DHS and WorkSafe Victoria • Assist in the development and monitoring of the annual WH OVA Action Plan • Assist with OVA or OVA related projects as required • Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice. • Assist the Safety Risk and Emergency Management team as required with education advice that relates to OVA. 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: • Safety Risk and Emergency Management Services staff • Management of Occupational Violence and Aggression Committee • Occupational Violence and Aggression Education and Promotion Subcommittee • Injury Management & Workplace Health Unit • People, Culture and Communications Division • Directors of Nursing

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- Security Services
- Senior Management/Site Managers
- Nursing and medical staff
- Allied Health Staff
- Consultation Liaison Psychiatric Nurse Consultants
- Consultation Nurse Consultants

External:

- Department of Health
- SaferCare Victoria (DH)
- WorkSafe Victoria
- Employee representative organisations as appropriate.

Selection Criteria

Essential:

- A commitment to Western Health Care's Values, Compassion, Accountability, Respect, Excellence, Safety
- Registration as a Registered Nurse or Allied Health Clinician with AHPRA
- Prior experience in education and training
- High level facilitation and presentation skills
- Demonstrated expertise and advanced knowledge in OVA and a range of clinical conditions that may be associated with OVA (e.g. BPSD)
- Membership of specific specialty Association and/or nursing professional body as required
- Demonstrated ability to work independently with minimal supervision
- Demonstrated negotiation, problem solving and analytical skills
- Demonstrated ability to work with a diverse and complex professional workforce
- Demonstrated ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes.
- Knowledge of Victorian, Australian and international standards and guidelines relating to relevant specialist area
- Proficient computer literacy skills
- Be innovative, resourceful and adaptable to change
- Flexibility in working hours to provide leave cover as negotiated.

Desirable:

- Have completed or be working towards a Masters or Post Grad Diploma in the area of specialty
- Certificate IV in Training and Assessment
- Experience in OVA education
- Experience in e-learn design and delivery

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
- Provide evidence of COVID19 vaccination.
- Report to management any criminal charges or convictions you receive during the course of 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
- 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

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- 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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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