



Job Description

POSITION TITLE:	Training Lead
LOCATION:	SAHMRI, North Terrace, Adelaide
REPORTS TO:	Co-Lead, Be Well Co
DEPARTMENT:	Wellbeing and Resilience Centre

PURPOSE AND SCOPE OF THE POSITION

Be Well Co is an entity of the South Australian Health and Medical Research Institute (SAHMRI).

Our vision is a society where all people are equipped with skills to build their mental health and grow through life's challenges. We do this by working with organisations to implement projects with their people and networks. We also licence our offerings to professionals who we upskill as Be Well Certified Trainers.

Be Well Co is built on seven years of work as the SAHMRI Wellbeing and Resilience Centre, with Be Well Co now focused on furthering our impact and reach nationally.

This is an exciting opportunity to join a new, growing business and lead delivery, ongoing development and stakeholder management for the Be Well Certified Trainer Program (please click here for further information). You will also facilitate Be Well training programs and work with our Research Team to contribute to content and product development of the Be Well training offerings.

One of the key functions of this position is to ensure Be Well Co upskills and retains a network of quality trainers across Australia. In this key leadership role you will be part of a team who drives positive impact for the mental health and wellbeing of a growing number of individuals and organisations.

The position will work closely with our Be Well Master Trainers, Training and Operations Coordinator and Be Well Co Co-Leads as well as the network of Certified Trainers and wider Be Well Co team.

There is currently one direct report for this role, with the team expected to grow.

KEY RESPONSIBILITIES

The specific duties include:

- Provide strategic leadership of the Be Well Certified Trainer Program to upskill others to deliver Be Well training programs.
- Manage and deliver the Be Well Certified Trainer Program, including the end-to-end process of certification and re-certification of trainers.
- Ongoing stakeholder management and engagement with of our growing network of Be Well Certified Trainers, including leading the Community of Practice.

- Design and implement a quality assurance framework to ensure Certified Trainers maintain the quality and fidelity of Be Well training offerings.
- Lead the review and continuous improvement of the Be Well Certified Trainer Program to ensure its learning objectives, curriculum and delivery format are of the highest possible standard and are aligned with adult learning principles to produce and retain quality Be Well Certified Trainers.
- Assist Be Well Co's Marketing and Business Development team to attract and convert prospective Be Well Certified Trainers.
- Work with the Research Team to contribute to content and product development, guided by the findings of research and the delivery experience of our Trainers.
- Deliver Be Well training programs to Be Well Co's organisational clients where required.
- Work with Be Well Co's Project Managers to ensure training offerings deliver value to organisational clients.
- Work with the Training and Operations Coordinator to oversee the Be Well Master Trainer scheduling and the subcontracting of training to Be Well Certified Trainers where required
- Participate in business development activities such as delivering workshops and pitches to prospective clients including at conferences to help raise further awareness and grow Be Well Co's customer base.
- Participate in special projects to continuously improve processes, tools, systems, organisation and Be Well training offerings.
- Provide employees with safe work practices and ensure that their welfare is secured.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

What's in it for you?

- You'll be part of a growing movement in a dynamic and innovative team, utilising your skills and experience to make a difference to the mental health of thousands of Australians. Join a culture that is focussed on working together to meet our collective vision, where flexibility is encouraged to meet goals in a way that aligns with your strengths.
- You will also have attractive salary sacrifice benefits incorporated into your remuneration package.

SPECIAL REQUIREMENTS

- Out of hours work may be required.
- Interstate and intrastate travel will be required.
- As part of SAHMRI's response to COVID-19, all employees are required to be fully vaccinated (including booster vaccinations as required) and be able to provide proof of their vaccination status or proof of medical exemption.



Person Specification

QUALIFICATIONS

Relevant tertiary qualifications in either human resources, psychology, health, education, training and/or a related discipline

EXPERIENCE, KNOWLEDGE AND SKILLS

- Training and facilitation in group-based settings is essential.
- Experience with adult education and/or curriculum development is highly desirable.
- Training and assessment certification and/or experience is highly desirable.
- Demonstrated experience in delivering strategic leadership to a team or community.
- Experience in establishing quality assurance frameworks in a training and/or education setting.
- Experience in coaching and/or mentoring in an individual and/or group setting.
- Proven ability to establish and maintain effective working relationships with key external and internal stakeholders.
- Demonstrated experience in project management and the ability to manage multiple tasks and projects concurrently.
- Excellent communication, presentation and facilitation skills.
- Ability to self-motivate and work to agreed outcomes.
- Excellent interpersonal skills and a clear, communicative and collaborative style and the ability to form strong relationships with a diverse range of people.
- Demonstrated ability to work under limited direction, possess initiative and exercise a degree of autonomy.
- Experience and understanding of mental health and wellbeing principles including workplace wellbeing is desirable.
- Genuine commitment to improving people's lives through Be Well Co's vision.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence

APPROVED BY

Name: Monique Newberry
Position: Co-Lead, Be Well Co

Signature: _____ Date / /

Incumbent:
Signature: _____ Date / /