

Position Description

Position Title	Project Officer - SHRFV Education Development
Position Number	30027509
Division	Clinical Governance
Department	Innovation and Research
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Social Worker G3 Y4, Research Nurse L3 or equivalent
Classification Code	SC34, YX13 or equivalent
Reports to	Director of Research & Innovation
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • 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

A key Research and Innovation initiative is the Strengthening Hospital Responses to Family Violence (SHRFV) work. This initiative was established in 2014 with The Royal Women's Hospital, Our Watch and Bendigo Health. Bendigo Health has continued to lead this important work at a state-wide level in collaboration with the Royal Women's Hospital, Safer Care Victoria and Family Safety Victoria.

The Bendigo Health SHRFV leadership team provides support and practical guidance to health services to embed the victim survivor and adults using family violence (AuFV) whole of hospital service model, meet the requirements of the Child Information Sharing Scheme (CISS), Family Violence Information Sharing Scheme (FVISS) and align too the Family Violence Multi-Agency Risk Assessment and Management (MARAM) Framework.

The team work in partnership with health services and specialist family violence services, to develop and adapt specialist resources to support health services to fulfil their MARAM responsibilities in regards to adults who use family violence.

This SHRFV Project Officer - Education Development role is a twelve-month fixed term position funded to specifically focus on the building and deployment of e-Learn training modules, materials, tools and resources including a summary practice guide to build capacity across the hospital workforce to respond to AuFV in line with the MARAM framework

Responsibilities and Accountabilities

In close consultation with the SHRFV Leadership team and reporting to the Director of Research and Innovation, this role will coordinate and conduct the activities required to develop and deliver an Adults using Family Violence e-Learn module and Practice Guide for Hospitals. Specifically, the role will design and develop a state wide training package, facilitator guide and practice resource that will:

- Build the capability of hospital staff to identify and safely respond to adults using family violence. Align clinical practice with MARAM responsibilities relevant to hospital settings.
- Strengthen the health system's contribution to early identification and risk management in family violence cases.
- Promote trauma-informed, intersectional and non-collusive responses across disciplines.
- Support the rollout of the packages

The SHRFV Project Officer will do this by:

- Stakeholder consultation and co-design
 - Conduct consultation with hospital SHRFV leads, clinicians, lived experience advisors, family violence sector (e.g., NTV, The Orange Door)
 - Confirm learning needs and content structure
- Content development (e-Learn and Guide)
 - Draft e-Learn script, storyboard, and assessment questions
 - Draft practice guide including MARAM-aligned content summarised and contextualised

- Engaging with Learning Management System experts to build an interactive e-learn module (SCORMcompliant)
- Design and Formatting of Practice Guide
 - Finalise content
 - Graphic design and layout for digital and print versions
 - Accessibility compliance
- Pilot Testing and Feedback
 - Pilot training module and guide in 2 metro and 2 rural/regional hospitals
 - Collect and analyse feedback
 - Make content refinements
- Other duties as required.

Key Responsibilities

Key Selection Criteria

Essential

1. Demonstrated understanding of project management principles and experience in designing and coordinating health education, training or workforce development projects, including planning, managing timelines, engaging stakeholders and delivering high-quality outputs within agreed timeframes.
2. Proven ability to design, develop and implement education and training resources for health or human services professionals, using adult learning principles to support capability building and practice change.
3. Strong skills in consulting and working collaboratively with diverse stakeholders, including clinicians, service leaders, subject matter experts and external partners, to identify needs and co-design practical, relevant resources.
4. Experience contributing to the development of digital learning products and practice resources, and translating complex policy, clinical guidance or legislative frameworks into clear, accessible training and practice resources that support consistent and safe professional practice.
5. Sound understanding of hospital and health system contexts, including the realities of clinical practice, multidisciplinary work, and the importance of training that is practical and scalable.
6. Commitment to trauma-informed, inclusive and culturally responsive practice, with an understanding of the role of education and training in strengthening safe, ethical and accountable health responses.
7. Excellent report writing skills and demonstrated proficiency with MS Office including MS Word, Excel, and Outlook.
8. Qualification as a health professional.

Desirable

9. A strong understanding of family violence and reforms including the Child Information Sharing Scheme (CISS), Family Violence Information Sharing Scheme (FVISS) and the Family Violence Multi Agency Risk Assessment and Management (MARAM) Framework.

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.