

Position Description

Position Title	PEPA Manager SA
Reporting To	Executive Director
Direct Reports	Aboriginal PEPA Educator SA
Status	Part Time – Contract
Location	Suite 4, 213 Greenhill Rd., Eastwood, SA 5063

Scope

Key Result Area	Description	Percentage
Key Result Area 1	Manage and coordinate the PEPA Program	80%
Key Result Area 2	Represent PCSA in the SA Community	20%
Key Result Area 3	Work, Health, Safety and Environment	As required

Key Result Area 1 – Manage and Coordinate the PEPA Program and other PCSA Programs

- Overall responsibility for the successful coordination and delivery of the Program of Experience in the Palliative Approach (PEPA) program in South Australia including:
 - Facilitation and presentation of workshops and placements for palliative care education in SA
 - Managing the PEPA budget
 - Reporting to PEPA nationally on program outcomes, progress and compliance
 - Researching, booking and coordinating the program, catering and locations for PEPA events
 - Developing and maintaining cooperative relationships with industry groups, specialist palliative care services, organisations and individuals in the PEPA target groups to promote the PEPA program
 - Liaising with nurses, doctors, allied health professionals, Aboriginal Health Workers, professional carers and not for profit boards to promote and participate in the PEPA program
 - Organising speakers for PEPA programs and arranging travel, accommodation and reimbursements
 - Ensuring the smooth running of PEPA programs for the speakers and local organisers
 - Liaising with relevant Palliative Care providers to book people into training places and assist with funding processes
 - Liaising with the Financial Administrator in relation to invoicing for events and sponsors
- Organise own accommodation, transport/travel for PEPA programs outside of Adelaide
- Promote and disseminate palliative care education resources and education packs
- Administer PEPA databases, mailing lists, telephone networks, financial records and other information to facilitate the smooth functioning of PEPA education programs

Key Result Area 2 – Represent PCSA in the SA Community

- Assist in the planning, coordination and delivery of PCSA forums (max. 6 per year)
- Be an active member of the palliative care projects and steering groups according to capacity
- Support PCSA by providing information and guidance to callers
- Operate as a collaborative team member in the PCSA team
- Other administrative duties as required

Key Result Area 3 – WHSE: Contribute to Positive Safety, Quality and Environment

- Promote a workplace that is free from bullying and harassment
- Comply with Equal Employment Opportunity and Discrimination legislation
- Take personal responsibility for complying with WHS policies and procedures
- Follow all reasonable work instructions, work procedures and practices to maintain the health and safety of yourself and others in the workplace



- Ensure safety and ergonomics of your work area
- Report any hazards or incidents as soon as practicable to the Executive Director

Knowledge/Experience

- Significant experience as an educator (desirable within palliative care)
- Breadth of experience in the health sector
- Stakeholder engagement and building effective partnerships
- Event coordination (preferred)

Skills

<ul style="list-style-type: none">• Interpersonal skills	<ul style="list-style-type: none">• Strong written and oral communication skills	<ul style="list-style-type: none">• Attention to detail
<ul style="list-style-type: none">• Coordinating others and tasks	<ul style="list-style-type: none">• Performs work in a systematic and accurate manner	<ul style="list-style-type: none">• Customer service focus
<ul style="list-style-type: none">• Time management	<ul style="list-style-type: none">• Sound work ethic	<ul style="list-style-type: none">• Prioritisation

Qualities/Competencies

<ul style="list-style-type: none">• Initiative	<ul style="list-style-type: none">• Able to work on own and direct own workload	<ul style="list-style-type: none">• Resilience
<ul style="list-style-type: none">• Compassionate	<ul style="list-style-type: none">• Problem Solving	<ul style="list-style-type: none">• Reliable
<ul style="list-style-type: none">• Integrity	<ul style="list-style-type: none">• Flexibility	

Systems

- Microsoft Office
- Xero for the provision of receipts and accessing payslips
- Eventbrite

Conditions

- Frequent intra and interstate travel including overnight stays required
- Current Full driver's license
- Full comprehensive vehicle insurance
- New employees subject to 6 month probation period
- Employment conditional on current and satisfactory National Police Clearance no less than 3 years old
- Comply with any Code of Conduct for relevant professional body
- May be required to participate in First Aid and other occupational training (i.e. manual handling)
- Comply with all company policies and procedures and financial/HR delegations
- Out of hours work is required regularly

Signature

Date