 POSITION DESCRIPTION	PD	383
	Version	1.0

Position Title	Clinical Education Lead
Classification:	Support Services Level 9
Industrial Agreement or Award:	Health Professionals & Support Services Award
Reports to:	Associate Director, Primary Health Programs
Date Reviewed:	July 2025

HEALTHY NORTH COAST VALUES

The Healthy North Coast **CAN-DO** Effect

Community first and always

We are committed to serving our communities. We listen actively, and every voice is heard, respected and valued. We measure success by the wellbeing of our communities.

Achieving more together

We believe in the power of collaboration and teamwork. We value different strengths and perspectives. We know we can achieve more and create a lasting impact by working as one.

Nurturing innovation


We thrive on challenges and explore new ideas and approaches to problem-solving. We are always learning and open to change so we can drive advancements and growth that make a difference

POSITION OBJECTIVE

The Clinical Education Lead (the Education Lead) will develop an Education Framework, including tools, resources, engagement plan and evaluation framework to deliver clinical education to GPs, pharmacists, allied health professionals and nurses. The education offering will support health professionals to identify carer's, understand the diversity of carer needs; the benefits of including carers as partners in care; and appropriate services to refer carers to for support.

The Education Lead will build capacity in the primary care sector by delivering targeted education and resources. This supports quality care delivery by ensuring carers are recognized and integrated into care planning, which is essential for holistic and effective healthcare.

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KEY RESPONSIBILITIES


- Lead the project planning, resource development and implementation of programs including but not limited to the Carer’s Identification and Support programme.
- Develop and maintain project framework including implementation plan, risk register, stakeholder engagement plan, and reporting cadence, in conjunction with the Associate Director, Primary Health Programs, and the Education Support Officer.
- Develop an education framework, outlining tools, resources, and evaluation plans, including data collection and performance metric strategies.
- Conduct a desktop review of Carer identification tools and resources available to health professionals.
- Collaborate with internal and external stakeholders including GPs, nurses, pharmacists, allied health professionals and carers to develop an appropriate and targeted suite of tools to support health professionals in the identification and consideration of carers.
- Work with the Healthy North Coast (HNC) Education team to ensure education resources developed are appropriately accredited for Continuing Professional Development (CPD) points with RACGP and ACRRM.
- In conjunction with the Education Support Officer, HealthPathways Clinical Lead, and HNC Communications team, develop a communications strategy to promote the education tools.
- Provide in-person delivery of education to a variety of health professionals in a range of settings, not limited to in-practice, workshops, education forums, conferences, webinars and clinical societies; with attention to ensuring evaluations are completed for each session.
- Complete a comprehensive evaluation report, including engagement metrics, participant feedback, and recommendations for scaling or sustaining the initiative. Socialise the evaluation to key stakeholders and distribute findings to peak bodies.
- Provide guidance and direction to the Education Support Officers.
- Work collegiately with the Primary Health Programs team, Primary Health Programs & Partnerships Directorate, and teams across Healthy North Coast on the collaborative delivery of the suite of primary health programs offered by HNC.
- Provide expertise and energy to further strategic goals and programs across Healthy North Coast.
- Other duties as directed by manager or Director.

Please note some inter and intra state travel, and work outside standard office hours, may be a requirement of this role

CAPABILITY FRAMEWORK

Healthy North Coast has an endorsed Capability Framework that supports each position across the organisation. The Classification of each position detail’s role specific capabilities.

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SELECTION CRITERIA

Applicants must demonstrate how they meet the Selection Criteria for this position

Key selection	<ol style="list-style-type: none"> 1. High level understanding of the health system, both in NSW and on a national scale 2. Demonstrated understanding of the scope and range of people undertaking caring responsibilities in the community in NSW, including ‘hidden carers’, and a working understanding of ways in which carers can be supported 3. A demonstrable understanding of the complexities of primary health care and working with partnership organisations to achieve common goals in the private, public and NGO sectors 4. Ability to tailor spoken and written communication to ensure the desired message is both given and received 5. Develops, implements, and monitors business activities to support delivery of strategic and operational plans 6. Experience in Supervising a work group or small work area 7. Coordinates a range of organisational functions including technical, professional, project, procedural or processing or combination of these. 8. Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, Cultural Safety, and Continuous Improvement principles
Qualification	<ol style="list-style-type: none"> 9. Relevant tertiary qualifications in a healthcare discipline and/or equivalent. experience, 7+ years


APPOINTMENT SUBJECT TO:

1. Criminal record clearance
2. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
3. Current Class C Driver’s Licence may be a requirement of specific roles

PERFORMANCE OBJECTIVES:

To be established with the Reporting Manager within the 3-month probationary period.

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ACKNOWLEDGEMENT:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:	
Signature:	
Date:	