

POSITION DESCRIPTION

POSITION TITLE: Education Coordinator

ORGANISATION DIVISION: Education

CLASSIFICATION: GEN-E to GEN-F

EMPLOYMENT TYPE: Full Time
Fixed Term (2 years)

WORK LOCATION: Carlton

RESPONSIBLE TO: Director Education

OTHER BENEFITS: Salary packaging
Leave loading

DATE LAST REVIEW: October 2019

APPROVED BY: Director of Education

1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry's (ACO) Vision is to achieve world leading eye health outcomes for all and its Mission is to improve the eye health and well-being of communities through innovations, partnership and leadership in:

Clinical optometry services- providing high quality public health eye care for communities in need and leading best practices;

Research- undertaking high impact internationally recognised research to improve the understanding of vision science and eye care; and

Education- providing best practice clinical learning pathways for optometrists from pre-registration through to professional practices.

The ACO's work is led by the following values and principles:

- We deeply **care** about eye health;
- Everything we do drives this **purpose**;
- Mutual **respect** guides our expectations;
- We foster excellence through **collaboration** with our patients, partners and teams;
- Our commitment to **innovation** pushes us to question and find better ways;
- We **deliver** what we promise to patients, partners and each other.

2. POSITION SUMMARY

The Education Coordinator is responsible for the coordination and administration of the ACO's Education and Education Services Program (including the library).

Reporting to the Director of Education, the incumbent is accountable for the delivery of high quality and effective education services.

3. KEY RESPONSIBILITIES

- Coordinates and oversees education events, including the ACO national conference.
- Maintains the database (iMIS) for education and provides regular monitoring reports on course and event enrolments.
- Maintains records of CPD participation and develops annual CPD statements for distribution to members.
- Processes invoices, payments and receipts related to education enrolments/registrations and products.

- Provides comprehensive briefing materials to the Membership, Marketing and Communications team within a reasonable timeframe to enable the delivery of communications and marketing campaigns. Briefing materials to include targets (enrolment/registration and financial), promotional budget, launch schedule, product description and other information as required.
- Supports the development of new education programs, coordinates submission of education material (e.g. lectures, summaries, Bios) and develops administrative processes and materials (e.g enrolment forms, handbooks, online forum designed through the Membership, Marketing and Communications team).
- Responsible for the administration of certificate courses and ensures timely delivery of all administrative aspects of courses. e.g. registration, distribution of materials, management of online learning management platforms and forums, exams, results tracking, certificates.
- Reports monthly to Optometry Australia (OA) on CPD points accrued at ACO events.
- Coordinates and submits information on all CPD events as required for accreditation of CPD in New Zealand to New Zealand Association of Optometry (NZAO).
- Prepares information in response to audit requests received through the Eye on CPD program managed by OA to evaluate the standard of ACO education against the CPD guidelines.
- Coordinates and administers other products/services, such as assessments and podcasts of CPD lectures, using the ACOs on-line learning management system (Moodle) in line with ACO communication & branding guidelines through the marketing and communications team.
- Maintains information and statistics on usage of services and participation in CPD and other event data. Produces reports for the Director of Education as required.
- In consultation with the Membership, Marketing & Communications team is authorised to update education and event areas of the ACO website, using the ACO's Content Management System (Joomla) consistent with branding and approval processes
- Responsible for the budget of educational events and activities and assists the Director of Education with the development and monitoring of the Divisional budget.
- Coordinates and supervises day-to-day activities of the Library & Office Administrator and casual administrative staff.
- Provides administrative support to the Director of Education and other members of the Education team.
- Other duties as required.

4. SPECIAL REQUIREMENTS

This position requires some out of hours work and may include limited travel.

5. JOB COMPLEXITY, SKILLS AND KNOWLEDGE

This position reports to the Director of Education. The incumbent will be given broad direction with a high level of autonomy, and will be expected to be proactive in resolving issues within the scope of the position.

The incumbent will supervise the activities of the Library & Administration Officer on a day-to-day basis.

5.1 Level of Supervision/Independence

The incumbent is expected to operate with a high degree of self-direction and autonomy.

5.2 Problem Solving and Judgement

The Education Coordinator will be required to make sound decisions and have the ability to solve problems in relation to their day-to-day work practices, in consultation where necessary with the Director of Education and other personnel. Sound judgement and the ability to solve problems is an essential part of this position to ensure the smooth running of the coordination and administrative functions of the Education Division.

5.3 Breadth of the Position

The position requires communication with internal and external parties, including ACO staff, members, potential members and other stakeholders involved with administrative aspects of the role.

6. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES

All ACO staff are responsible for the following safe work procedures and instructions in accordance with OHS and EHS legislation:

- complying with OHS and EHS policies and procedures manuals;
- taking responsible care for the health and safety of self and others;
- ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor;
- seeking guidance for all new or modified work procedures;
- participating in meetings, training and other health and safety activities;
- wearing personal protective equipment as provided;
- using equipment in compliance with relevant guidelines, without wilful interference or misuse;
- adopting work practices that support OHS programs.

7. KEY SELECTION CRITERIA

Qualifications

A tertiary degree and relevant qualification(s) in administration, education and/or business is preferred.

Knowledge, Experience and Skills

- Previous experience in coordinating CPD/training programs and activities and in facilitating meetings and events, preferably in a membership based and/or health care organisation.
- Excellent word-processing and computing skills and expertise in computer applications such as Microsoft Word, Excel and PowerPoint, the Internet and email systems.
- Experience with membership and CPD databases (preferably iMIS).
- Experience with learning management systems (preferably Moodle)
- Experience with web based programs, video-conferencing and web site maintenance.
- Demonstrated experience with financial transactions (invoices, receipts, electronic payments, banking processes).
- Excellent interpersonal and communication skills, both written and oral.
- Cooperative and supportive attitude towards others at all levels.
- High level organisational skills with the ability to juggle multiple tasks, prioritise and meet deadlines.
- Demonstrated capacity for effective liaison with a range of people, including members, potential members, staff at all levels and other members of the Education team.
- Self-motivated and have the ability to take action without being directed or forced by events. Continuously seeks and implements work process improvements.
- Strong attention to detail.
- Good problem solving skills, sound judgement and a demonstrated use of initiative.
- Capacity to work autonomously but also as a part of a small cohesive team.
- Demonstrated capacity to independently review, gather information, make assessments, analyse documents and recommend changes.
- Committed to the delivery of high quality customer service.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Education
Supervises:	Library & Office Administrator Casual staff
Internal Liaisons:	Chief Executive Officer Manager Membership, Communications & Marketing Management team Advisory Committees Other members of the Education team Educators from the clinic All staff

External Liaisons: CPD delegates
Lecturers and clinical educators
Sponsors and potential sponsors
External suppliers
Industry associations

OTHER RELEVANT INFORMATION

Employment Screening

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to protecting and not placing at unreasonable risk vulnerable people, members of the communities we serve and our employees.

Employment for all positions is conditional on a satisfactory National Police Check valid for working with Children/Vulnerable Groups. Police checks must be renewed every three years.

International Police Checks are required from prospective employees who have worked overseas for 12 months or more in the last 10 years.

Employment in this role is conditional on a satisfactory Working with Children Check. Working with Children checks must be renewed every five years.

Pre-employment Medical Check

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

Privacy Notification

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

Diversity

The Australian College of Optometry is an Equal Opportunity Employer. We welcome applications from people with the widest possible diversity of background, culture and experience. The ACO encourages and welcomes the interest from Aboriginal and Torres Strait Islanders for roles within the organisation.