

POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant (2 positions)
ORGANISATION DIVISION:	Education, Membership and Marketing
WORK LOCATION:	Carlton
EMPLOYMENT TYPE:	Full Time
CURRENT OCCUPANT:	New position
RESPONSIBLE TO:	Director of Education, Membership and Marketing
DATE OF LAST REVIEW:	January 2020

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 innovation, partnership and leadership in:

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

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 practice.

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, Membership and Marketing division is responsible for providing professional development and education for the optometry profession; driving the marketing and communication

activities for the whole organisation; supporting a membership of over 1000 practicing and student optometrists; provision of a small library service for the profession. The Administration Assistant will be a key member of the team providing a broad range of administration and event support to the division.

3. KEY RESPONSIBILITIES

Specific responsibilities of the role:

- Processing of registrations for education events and courses, and membership applications
- Prepare and distribute event and course materials (handouts, feedback sheets, examination papers etc)
- Provide administration support to a number of ACO Certificate Courses
- Handle enquiries (telephone, email, face to face) from perspective and current ACO members, course participants and event attendees, in a professional and timely manner
- Event planning and co-ordination. including venue liaison, catering, AV, suppliers etc. Events include, but not limited to, workshops, annual conference and a regular lecture program.
- Attend events to provide on the ground support and ensure the delivery of a high quality event
- Regular reports to Optometry Australia (OA) on CPD points accrued at ACO events.
- Maintain accurate records, databases and mailing lists
- Assist with Website (Word Press), Intranet and Learning Management System (Moodle) updates
- Assist with the development and distribution of marketing materials, ACO Annual Report and other written materials
- Raise purchase orders and process invoices, payments and receipts.
- Sourcing and dissemination of journal articles for ACO members and / or course enrollees, as part of the ACO Library service
- General administrative duties, including photocopying, scanning, filing and other tasks as required

This role involves some out of hours and weekend work

4. KEY SELECTION CRITERIA

- Well-developed organisational skills, and time management skills
- Excellent interpersonal skills, with a focus on providing high quality customer service and building positive relationships
- IT proficiency including MS Office (Word, Excel, Outlook and PowerPoint). Experience with a Learning Management System or a customer management database would be well regarded
- Ability to work effectively as part of a team as well as independently, and display a collaborative and cooperative approach to their work and to others
- Demonstrated proactive approach in problem solving
- A strong willingness to learn new knowledge and skills for professional growth.

5. ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES

All ACO staff are responsible for observing and practicing safe work practices and procedures, including:

- taking reasonable care for the 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.

6. ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Education, Membership and Marketing
Direct reports:	No direct reports
Internal Liaisons:	Head of Education Clinical Education Co-ordinator Course Co-ordinator Marketing Co-ordinator Membership Co-ordinator Honorary Archivists Corporate Services staff
External Liaisons:	Members, course participants, suppliers, sponsors, venues