

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Administration Assistant
<b>ORGANISATION DIVISION:</b>	Education, Membership and Marketing
<b>WORK LOCATION:</b>	Carlton
<b>EMPLOYMENT TYPE:</b>	0.8
<b>CURRENT OCCUPANT:</b>	Vacant
<b>RESPONSIBLE TO:</b>	Director of Education, Membership and Marketing
<b>DATE OF LAST REVIEW</b>	April 2021

### 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, Membership and Marketing business unit 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 800 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:

- Provide administration support to a number of ACO Certificate Courses and other education programs (process registrations, prepare and distribute materials etc.);
- Handle enquiries (telephone, email, face to face) from perspective and current ACO members, course participants and event attendees, in a professional and timely manner;
- Assist with the development and distribution of marketing materials, including social media posts and maintaining a detailed schedule of marketing activities;
- Assist with Website (Word Press), Intranet and Learning Management System (Moodle) updates;
- Maintain accurate records, databases, and mailing lists;
- Event planning and co-ordination for both face to face and online programs, including setting up webinars, venue liaison, suppliers etc. Events include, but not limited to, workshops, annual conference, and a regular webinar program;
- Attend events to provide on the ground support and ensure the delivery of a high-quality event;
- 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; and
- General administrative duties, including photocopying, scanning, filing, processing orders 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; and
- 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; and
- adopting work practices that support OHS programs.

## 6. ORGANISATIONAL RELATIONSHIPS

Reports to: Director of Education, Membership & 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, speakers, suppliers, sponsors, venues