

Job Description

Role Details

JOB TITLE	Continuing Professional Development (CPD) Coordinator
REPORTS TO	WA Branch Manager
AWARD	
CLASSIFICATION	Fixed term contract one year
HOURS OF WORK	30.4 hours per fortnight
LOCATION	WA Branch office
DATE	July 2018

Role Purpose

The Continuing Professional Development Officer is responsible for promoting and supporting the delivery of AASW continuing professional development (CPD) objectives and coordination of Branch activities including workshops, consultations and major events such as World Social Work Day.

The role provides a key point of contact for members and enquiries to the Branch.

About AASW

The Australian Association of Social Workers (AASW) is the peak body for social workers in Australia, with approximately 11,500 members. We set the benchmarks for professional education and practice in social work and have a strong voice on matters of social justice, human rights and issues that impact upon the quality of life of all Australians.

The AASW operates from a national office (Melbourne) and a network of 9 branches delivering education, programs and services, advocacy, networking and connection for the benefit of members and the social work profession.

Key Areas of Accountability

Develop and manage delivery of educational programs and training

In consultation with the Branch Manager:

- Develop and manage delivery of educational and continuing professional development (CPD) activities, including symposiums and conference
- Evaluate the effectiveness and value of CPD programs
- Manage service level agreements and expressions of interest with training providers
- Chair and host CPD activities
- Develop the annual CPD activities calendar
- Provide a key point of contact for information/communication for CPD enquiries
- Prepare regular reporting on Branch CPD activities, CPD budget performance, registrations, evaluation

Member Engagement

- Prepare content for AASW publications, eNews and website
- In consultation with the Membership Engagement Team, the Branch Management Committee (BMC), Branch staff and other stakeholders participate and support membership recruitment, retention and engagement activities
- In consultation with the Branch Manager and Membership Engagement Team support and coordinate member mentoring programs
- Provide a point of contact for prospective and current members

General

- Ensure collaborative working relationships with key stakeholders
- Contribute to AASW strategic planning activities
- Undertake project work and associated tasks as required
- Support, as required the Branch Administrator, in relation to minutes of meetings, agenda preparation and circulation.

Core Competencies and Capabilities

These competencies and capabilities are fundamental requirements for this employment position and the employee is required to meet these requirements.

Personal Responsibility

Complies with the AASW Code of Conduct at all times, anticipates and adapts willingly to changing demands and situations. Takes personal responsibility for awareness and compliance with all procedures, standards, practices, and policies of the AASW in so much as they apply to the relevant position. Willingness to acquire new skills and willingness to undertake further training as required.

Regulatory Compliance – Safety, Health, Environment, Ethics and Privacy

Assists in the provision of a safe and healthy workplace by identifying and responding to hazards in an appropriate manner. Ensures a strong awareness and compliance with Regulatory Standards to ensure ongoing privacy, safety, and security of stakeholders, and takes appropriate preventative measures to minimise the risk of adverse incidents.

Leadership and Communication

Leads or promotes initiatives in their work area to ensure effective performance and achievement of the objectives. Promotes a team spirit and communicates effectively and professionally with fellow employees, management, members, suppliers and service providers.

Service Quality and Efficiency

Maintain service quality and efficiency and take part in quality assurance processes

Key Selection Criteria

Essential Requirements

- Experience as an educational and/or professional development program coordinator
- A genuine commitment to providing high quality service
- Well-developed interpersonal skills, including the ability to liaise and build relationships with a range of stakeholders including trainers and training providers
- Excellent oral and written communication skills, including public speaking
- Excellent time management skills including ability to plan, set priorities and to meet deadlines
- Ability to develop, review and implement procedures
- Demonstrated capacity to work independently and collaboratively as part of a team
- Self-motivated and action oriented with ability to think conceptually and operationally
- High level computer skills and experience with MS Office Suite, online learning platforms and databases

Desirable Requirements

- Certificate IV or equivalent in Training and Assessment
- Experience in the social work/social policy sector

Workplace Health and Safety Inherent Job Requirements

AASW will take all reasonable steps to accommodate the abilities and needs of all staff members and potential staff members within the inherent job requirements of the role.

The requirements include:

- Attendance, representing and public speaking at AASW functions and AASW approved events
- Sitting or standing at a desk for extended periods of time
- Manual handling
- Use of computer screen for extended periods of time
- Managing peak work demands
- Undertake after hours work
- Ability to undertake interstate airline travel if required
- Communicating around emotive subjects involved in the social work sphere, such as mental health, child protection, disability, sexual orientation and family violence

Approvals

CEO Signature	Date:
Accepted by	
Employee Name	Date:
Employee Signature	