

Role Description

Role details	
Role title	Professional Officer – Social Policy & Education (New South Wales)
Reports to	AASW Branch Management Co-ordinator
Direct reports	Branch Administrator
Award	Clerks – Private Sector Modern Award 2010
Classification	AASW Professional Officer level
Hours of work	76 hours per fortnight full-time (part time applicants welcome)
Tenure	On-going
Date	February 2017
Role purpose	
<p>Working under the direction of the volunteer Branch President and Branch Management Committee (BMC), the Professional Officer – Social Policy & Education is responsible for promoting and supporting the social policy/social justice and continuing professional development objectives of the NSW BMC, associated Sub-Committees and Practice Groups, through the following key areas of service delivery:</p> <ul style="list-style-type: none"> ▪ Social policy development, research and analysis ▪ Developing and delivering educational/CPD focused training resources, programmes/activities ▪ Building the operating capacity of Practice Groups ▪ Managing the successful delivery of the Branch's events programme and actively engaging with key stakeholder groups/institutions that support AASW CPD activities ▪ Ensuring the delivery of quality and effective secretarial and administrative support services to the NSW Branch, overseeing and providing back-up support, as required, to the work of the Branch Administrator 	

About AASW
<p>The Australian Association of Social Workers (AASW) is the professional representative body of social workers in Australia, with approximately 10,000 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.</p>

Our Values
<p>AASW members are required to operate in accordance with the AASW Code of Ethics which requires an approach to social work practice which reflects:</p> <ul style="list-style-type: none"> ❖ Respect for persons ❖ Social justice ❖ Professional integrity <p>AASW employees are expected to operate in accordance with the aims and intent of these shared values.</p>

Key Areas of Accountability	Key Capability & Performance Indicators
Promoting AASW's social policy & social justice objectives	
<p>1. In consultation with the NSW BMC and the National Policy & Communications Manager:</p> <ul style="list-style-type: none"> undertake research and analysis activities across a range of relevant issues prepare professional, succinct and informative policy statements, position papers and related documentation promote and advocate for the organisation's social policy position on issues identified as important to AASW at the Branch and/or National level <p>2. In consultation with the BMC and Manager, Professional Standards, contribute to:</p> <ul style="list-style-type: none"> developing AASW's CPD Ethics programme in relation to both content and development of appropriate resources and training delivery 	<ul style="list-style-type: none"> Demonstrates a clear understanding of contemporary social justice and related social policy issues, identifies emerging trends and issues and advocates appropriate courses of follow-up action Demonstrates a clear practice-based understanding of professional standards within the social work profession Works collaboratively with internal and external stakeholders and ensures that programs of work at the State level are fully aligned to AASW's strategic and operational plans
Developing and delivering high quality educational/CPD training programmes	
<p>3. Support the effective operation and professional impact of Practice Groups in accordance with AASW strategic objectives and guidelines including:</p> <ul style="list-style-type: none"> developing and delivering educational/CPD focused training resources, programmes/activities building collaborative operating arrangements and CPD related information sharing across practice groups (both within the State and across the AASW Branch network) establishing new practice groups, in response to members' interests/specific AASW and/or Branch initiatives developing and implementing review processes and reporting arrangements to monitor and assess the effectiveness of the Branch Practice Groups in accordance with AASW Bylaws 	<ul style="list-style-type: none"> Identifies ways to capture, communicate and share innovative ideas and practices Establishes processes that support the on-going monitoring, review and improvement of Practice Group, working in consultation with Branch Management colleagues across the AASW network
Maximising AASW membership support activities	
<p>4. Play a leading role in supporting AASW member support activities at the local Branch level by:</p> <ul style="list-style-type: none"> actively engaging with key State-based stakeholder groups/institutions which enable the CPD activities of members/prospective members developing the annual events calendar for the Branch, in consultation with the BMC and Practice Groups managing the successful delivery of the Branch's events programme, with the support of the Branch Administrator prepare content for the Branch Newsletter, National E-Bulletin, AASW Website and other AASW publications as required 	<ul style="list-style-type: none"> Develops and maintains productive and collaborative working relationships at all levels across AASW network of branch offices Demonstrates high-level organisational and planning skills that enable the successful delivery of a busy events program and member recruitment/renewal campaigns within the Branch

<ul style="list-style-type: none"> ▪ in consultation with the BMC and other key AASW stakeholders, support membership recruitment and renewal campaigns and related activities 	<ul style="list-style-type: none"> ▪
Delivering high quality services	
<p>5. Ensure the delivery of effective and professional secretarial and administrative support services to the BMC, Practice Groups and other State-based groups as required including:</p> <ul style="list-style-type: none"> ▪ overseeing the work of the Branch Administrator on a day-to-day basis, including assessing work priorities, ensure tasks are completed within agreed timelines and to required standards, operating in the capacity of line manager ▪ developing work plans monitoring the progress of work activities in relation to staff under management; reviewing and providing regular feedback on performance as part of AASW's performance planning and review process ▪ preparing the Branch annual budget in consultation with the AASW President/BMC and Chief Financial Officer ▪ attending BMC/other meetings as required, ensuring required committee papers are prepared and circulated in a timely and professional manner ▪ preparing a range of documentation including formal responses, policy documents, written submissions etc., on behalf of the BMC and/or as required by the National Manager Policy & Communications ▪ undertake project work and associated tasks as required by the BMC, AASW Branch Co-ordinator and/or National Manager Policy & Communications ▪ provide back-up support, as required, to the Branch Administrator, particularly in relation to taking and preparing minutes of meetings, agenda preparation, circulation and related activities 	<ul style="list-style-type: none"> ▪ The NSW BMC receive the administrative support services they require and provide feedback that indicates high-quality, efficient and effective service delivery ▪ Demonstrates effective communication/ feedback, problem-solving and conflict resolution skills which support effective performance and performance improvements in relation to service delivery and relationship management ▪ Accepts responsibility for actions of staff under management and demonstrates the ability to make the required interventions to support improvements in performance and service delivery
General	
<p>6. In addition to the key areas of accountability outlined above, effective performance also involves undertaking a range of associated work activities including:</p> <ul style="list-style-type: none"> ▪ Operating as the key point of contact for information exchange/ communication for the BMC, AASW's National Office and other AASW Branches ▪ Developing and maintaining collaborative working relationships with key internal/external stakeholders ▪ Contributing to AASW's and the NSW Branch's strategic planning activities, as required ▪ Providing back-up administrative support to the Branch Administrator as required during periods of absence and/or to meet service delivery requirements 	<ul style="list-style-type: none"> ▪ Demonstrates a polished and professional manner to internal and external stakeholders as a key representative of the NSW Branch ▪ Demonstrates a willingness to provide the required level of support and practical assistance to the Branch Administrator to ensure the delivery of timely and quality administrative/secretarial support services to the Branch

<ul style="list-style-type: none"> Representing AASW at functions, as required, including attending out-of-hours functions on occasion 			
Key compliance Requirements			
<p>7. All AASW employees are required to:</p> <ul style="list-style-type: none"> comply with all AASW policies, procedures and code of conduct operate in accordance with relevant statutory and regulatory compliance obligations including: Work Health & Safety, Privacy, Finance Management, Record Keeping and Equal Opportunity in employment and service delivery participate in relevant training and awareness programs relating to compliance obligations and areas of accountability <p>Note: A police check and other probity checks may be required as part of the selection and appointment process</p>			
Key Selection Criteria			
<p>Essential</p> <ul style="list-style-type: none"> Member of the AASW and significant post-qualification experience within a social work/related setting Proven experience of successfully engaging with a wide range of stakeholders to support social policy/social justice objectives Experience of undertaking research within the social work/social policy field and preparing clear and succinct written reports/submissions and policy documentation Experience of effectively managing a portfolio of projects within agreed service delivery timelines and standards Proficient in the use of Microsoft applications particularly Word, Publisher, PowerPoint, Excel Ability to work autonomously with minimal supervision and as part of a team Experienced in presenting to and facilitating group sessions and delivering social work related educational content Ability to undertake occasional travel throughout NSW and/or interstate from time to time and attend out-of-hours meetings etc. High-level administrative and organisational skills Good understanding and practical experience of staff supervision, including task delegation and outcomes management High-level problem-solving and conflict resolution skills, including the ability to influence individual perspectives/understanding on issues and their willingness to adopt strategies/ways of working that achieve effective outcomes <p>Desirable</p> <ul style="list-style-type: none"> Accredited membership of the AASW Post graduate qualification in the social work/social policy field Qualification in adult training and/or education Ability to contribute to the development of training resources, including online resources Experienced in providing executive-level support to committees/volunteer advisory groups and providing secretariat support 			
Approvals			
Manager	AASW Branch Management Co-ordinator		
Approved by	Acting CEO		
Date approved	February 2017		
Accepted by			
Employee Name			
Signature of Employee:		Date:	