

AASW Position Description: CPD Project Officer (contract)

1. POSITION SUMMARY & STATEMENT

JOB TITLE	CPD Project Officer (contract)
DEPARTMENT	Continuing Professional Development (CPD)
REPORTS TO	National Education Officer
DIRECT REPORTS	None
AWARD	\$80,382 - \$86,365 per annum/pro rata (casual rate, including casual loading)
CLASSIFICATION	Fixed Term, Three month (December 2011 – February 2011)
HOURS OF WORK	0.6FTE (3 days per week (7.6hr day))
DIMENSIONS	
DATE	10 November 2011

POSITION STATEMENT:

The Project Officer will be responsible for operationalising the project plan for the further development of the CPD Policy. Reporting to the National Education Officer the Project Officer will work closely with members of the National CPD Committee, AASW Members, staff and other relevant stakeholders.

The AASW is currently trialling a new CPD policy. <http://www.aasw.asn.au/whatwedo/continuing-professional-development> All AASW members (excluding retired & student) are required to complete some professional development.

The further development of the CPD Policy will ensure the future policy will promote the professionalism and expertise of the Social Work in Australia by recognising the needs and circumstances of all Social Workers and supporting their commitment to lifelong learning.

The position is based at the AASW Canberra National Office.

2. KEY ACCOUNTABILITIES

Undertake research, and resource and policy development for the CPD Program including:	<ul style="list-style-type: none"> • Consult with key stakeholders • Develop and collate relevant information • Research and develop policy
--	--

3. 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.

Regulatory Compliance – Privacy, Safety, Health, and Environment

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

Business Acumen

Applies a broad perspective to their contribution to ensuring ongoing viability of the AASW and seeks to achieve strong performance, efficient use of financial and physical resources, and seeks to minimise waste and poor performance.

Awareness and Sensitivity

Recognises and respects cultural and societal differences that may be present amongst members, their fellow employees and other stakeholders. Actively seeks to promote, equal opportunity, personal development and growth and appropriately modifies interpersonal approaches to suit different situations

4. SELECTION REQUIREMENTS – PERSON DESCRIPTION

TECHNICAL ATTRIBUTES

Essential Requirements

- Strong IT skills, including the ability to use a range of information technologies for the purposes of conducting consultation processes.

INDIVIDUAL ATTRIBUTES

Essential Requirements

- Research and analysis skills
- Excellent writing skills
- Excellent communication and interpersonal skills
- Ability to coordinate multiple priorities and produce outcomes within agreed timeframes.
- Ability work autonomously