

## Position Description

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Position title:	Training and Assessment Lead, Australian College of Physiotherapists
Division:	Education Division
Location:	APA Office or Home Office
Reports to:	Head of College of Physiotherapy
Approved by:	CEO
Date approved:	March 2023

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### About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of more than 31,000 physiotherapists in Australia. It does so by advocating for access to quality physiotherapy services, providing leadership in the wider health landscape, creating lifelong information and learning opportunities for members, and working with stakeholders to support members' interests.

The Australian College of Physiotherapists (ACP) is a part of the APA and was inaugurated in 1971. It was established for the training of clinical specialists and advancing excellence in the practice of physiotherapy. The College now represents the leaders in clinical practice, research, management and academia.

Vision for the ACP - Fellowship of the Australian College of Physiotherapists (ACP) is globally recognised as a pinnacle of a physiotherapist's standards, education and professional excellence. The ACP offers pathways and programs that are aspirational, but accessible, achievable and flexible. The benefits of its membership are valued by physiotherapists in Australia and globally, and the credentials it offers are recognised by all stakeholders.

Mission - The ACP empowers a physiotherapist's lifelong learning journey towards maintaining the highest standards of clinical and professional excellence and professionalism. We advocate for the recognition of their skills and value to the profession, community, employers and health system.

The APA offers a wide range of continuing professional education activities in face to face, blended and fully on-line modes. Titling and Specialisation processes, which fall within the auspices of the ACP, recognise members that have achieved the highest levels of clinical and non-clinical expertise in their area of practice. The ACP offers a credential at the 'Highly Developed' level, a 2-year Specialisation Program for expert level specialist physiotherapists and a pathway to fellowship by Research or Leadership.

The APA is proud to have a great working culture and it is underpinned by our values:  
Accountability | Excellence | Collaboration | Courage | Respect.

## About the role

To oversee and lead the APA Career Pathway across Milestone 3, Titling and Milestone 4, Specialisation. The role will oversee a small team of two (2) staff and is responsible for managing the operational and daily activities of the College training pathways including candidate selection, mentor/facilitation of the training program and assessment processes. This includes the application and meeting accreditation requirements of the Australian Physio Council.

## Reporting relationships

This role reports to the Head of ACP (HOC)

## The role has two direct reports

- Titling Coordinator 1.0 FTE
- Assessment Coordinator 1.0 FTE

## Key responsibilities

### **Career Pathway (Training and Assessment Program):**

- Lead the implementation of the New Specialisation training Program, ensuring change management and transition plans are documented and communicated
- Lead quality and continuous improvement initiatives across Titling and Specialisation pathways
- Oversee the assessment processes across Titling and Specialisation pathways
- Contribute to the development of work plans and business cases to support College initiatives.
- Coordinate groups working to deliver Titling and Specialisation Pathways in line with APA and ACP strategic vision and goals
- Support registrars in the Specialisation training program (STP)

### **Governance:**

- Support the work of the Board of Censors and other committees/advisory groups as needed through the preparation of agendas, minutes, reports and discussion papers
- Lead the development, review and updating of regulations, policies and guidelines in collaboration with the HOC
- Lead the delivery and evaluation of the Career Pathway
- In collaboration with the HOC, support the application for accreditation of the STP with the Australian Physio Council

### **Stakeholder Engagement:**

- Liaise with relevant internal and external stakeholders to ensure effective and efficient stakeholder and member engagement
- Engage with members and non-member physiotherapists to promote the operations of the APA Career Pathway and the College
- Ensure the positive brand image of the APA and ACP College is developed in all external relationships

### **Data and Technology:**

- Maintain the integrity of Titling and Specialisation data
- In collaboration with Titling and Assessment Coordinator maintain all candidate and registrar records

- In collaboration with the team consider opportunities to introduce new methods of delivery and connectivity
- In collaboration with HOC scope fit for purpose online platform to support the Career Pathway

#### **Financial management:**

- In collaboration with the HOC oversee preparation of the APA Career Pathway budget in line with business principles
- Actively reviewing the financial performance of the APA Career Pathway to ensure objectives are met in collaboration with HOC

#### **Team Leadership:**

- Provide guidance, direction and support to the Training and Assessment team
- Monitor the performance of direct reports, providing regular feedback including establishing key performance indicators and performance appraisal processes
- Model a culture which aligns to the APA values
- Implement succession planning strategies that ensures all key functions are not at risk from staff turnover and/or staff absence

#### **Support to HOC:**

- Provide advice to both HOC
- Additional tasks relating to areas of responsibility as directed by the GM, Education and or Head of ACP.

## **Selection criteria**

#### **Essential:**

- Experience in training and assessment environment at a secondary, tertiary or postgraduate level.
- Demonstrated ability to identify, implement and evaluate training and or assessment initiatives based on best practice.
- Experience with managing complex issues relating to training and or assessment.
- Highly developed verbal and written communication skills, particularly in report writing, correspondence and presentations.
- Experience collaborating with internal and external stakeholders to achieve desired outcomes, whilst maintaining positive relationships.
- Excellent interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups.

- Excellent organisational skills and a high level of attention to detail with the ability to prioritise and complete tasks within strict timeframes.
- The ability to work without close supervision, as a member of a team; be enthusiastic and self-motivated; contribute ideas and collaborate in their implementation.
- Expertise in the use of Windows-based PC applications with emphasis on database, word processing and spreadsheet software (MS Word and Excel preferred).
- Demonstrated behavioural capabilities of Accountability, Excellence, Collaboration, Courage and Respect as per APA staff values.

**Desirable:**

- Demonstrated abilities in change management
- Experience in the use of online technology in education

**Special requirements**

The position will require occasional interstate travel and attendance at meetings outside standard working hours.

**Decision Making**

All positions are bound by the Association's general operating, human resources management and finance policies and procedures including the delegations schedule.

**Terms**

Full time permanent position.  
Appointment remuneration would be commensurate with experience.