

## Position Description

Position title:	Coordinator – Academic Pathways
Division:	Education
Location:	National Office   Hybrid
Reports to:	Training and Assessment lead
Position type:	Full time
Approved by:	CEO
Date approved:	Jan 2025

## About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of more than 32,000 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 Training 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

The Titling Coordinator, in conjunction with the Training and Assessment Lead and Head of College (HOC), is responsible for coordination of all aspects of the Academic Titling and Research Pathway to Titling and Specialisation. This will encompass policy and documentation development to support the research pathway. Additionally, the role will be responsible for coordinating applications from universities who wish to have their post graduate course work master's program on the APA recognised list.

This role will support the APA's Career Pathway at Milestone 3 and 4.

This role may at time be required to provide administrative support to the Education Team and committees.

### Responsibilities:

- Coordinate all aspects of the titling credential via academic pathway and the Research Pathway, promoting engagement and interest in the pathway.
- Provide information and advice to members about the academic and research pathway.
- Process applications for national and international titled within the agreed time frames and ensure that applications include the necessary information and meet the prerequisite requirements.
- Collaborate with assessors to support the assessment process.
- Assist with onboarding candidates and assessors as required.
- Liaise with the research advisory project work group to review, update and develop the research pathway pilot and ongoing operational documentation.
- Maintain website information to ensure all information is accurate and up to date.
- Review documentation, develop policy and procedures to support the Pathway.
- Co-ordinate the process of course accreditation, and recognition of new post-graduate courses and new pathways to academic titling.
- Provide Committee secretariat coordination and other administration tasks as delegated by the HOC and or Training and Assessment Lead.

## Key relationships:

### Internal

- Marketing and Communications team
- Learning and Development team
- Membership team
- National groups
- Finance
- Education committees

### External

- Members
- Australian Physiotherapy Council
- The International Federation of Orthopaedic Manipulative Physical Therapists (IFOMPT)

## About you and Selection Criteria

### Essential:

- Experience coordinating educational activities in Education, Health, Tertiary, University, RTO and or other relevant sector
- Excellent interpersonal, oral and written communication
- Adept at meeting deadlines and working within allocated budget
- Experience following established procedures
- Excellent attention to detail and process improvement mind set.
- Experience in reporting and data management and record-keeping skills.
- Ability to work in a cross-functional team.
- Demonstrates an innovative, problem-solving approach
- Proactive, self-starter with strong time management skills
- Proficiency across Microsoft office, IT data bases and CRM software

### Desirable:

- Experience in project coordination and delivery
- Experience in promotion and engagement activities
- Experience in assessment and training setting
- Experience in working with committees or similar