

Position Description

Position title:	General Manager, Education
Division:	Education
Location:	Melbourne
Role type:	Full-time Hybrid
Reports to:	Chief Executive Officer
Date approved:	September 2024

About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of over 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 promoting the value of physiotherapy to the community.

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

About the role

The APA provides comprehensive, flexible and globally recognised education opportunities for physiotherapists, aiming to support them in achieving practice excellence and career progression.

This pivotal leadership role exists to lead the APA's Education portfolio. It is responsible for conceptualising and developing educational pathways and programs, through a member-focused, commercially successful operation.

The role is commencing at a pivotal time for the APA and will be responsible for the development of foundational education frameworks and conceptual development of the end-to-end career pathways for members. This position will ensure alignment of education with both national and international standards and accreditation requirements in Australia.

The position sits on the Executive Leadership team and has broader responsibility for the leadership of the Association as a whole.

Role Duties and Responsibilities

Executive Responsibilities

Strategic Leadership:

- Lead strategic direction and vision, actively contributing to the development and implementation of the association's overall strategic plan and education strategic plan.
- Collaborate with other executive leaders to align departmental objectives with the organisation's mission, goals, and long-term strategy.

Organisational management:

- Ensure compliance with organisational constitution, regulations, policies, and procedures, playing a key role in maintaining high standards of governance and management.
- Lead in decision-making processes at the executive level, contributing to the overall leadership and stewardship of the association.

Cross-Functional Collaboration:

- Foster collaboration and effective communication across different departments and teams within the association.
- Work closely with other executives to integrate efforts, share resources, projects and drive collective success in achieving organisational objectives.

Financial Management:

- Oversee the financial health of the division and monitoring financial performance.
- Actively participating in budget development and ensuring responsible resource allocation.
- Contribute to the development and execution of financial strategies that align with the association's goals and long-term sustainability.

Leadership Development and Team Management:

- Provide mentorship, guidance, and support to other members of the executive leadership team, ensuring a cohesive and collaborative leadership approach.

Strategic collaboration:

- Collaborate with internal and external stakeholders to ensure the seamless integration of educational initiatives and programs.
- Foster partnerships with relevant organisations to enhance the APA's position as a leader in physiotherapy education.

Education Responsibilities

- Provide strategic direction and oversight for the Australian Physiotherapy Association's (APA) education offer, including professional development programs, Titling and Specialisation through the Australian College of Physiotherapists
- Responsible for accreditation of the Specialist Training Program
- Ensure education programs assist members in achieving professional excellence, and foster career success
- Create horizontal and vertical career development pathways for members in different disciplines and with various career goals
- Ensure the commercial success of the education portfolio through thorough analysis and rigorous commercial decision-making
- Utilise learning management systems to enhance accessibility and uptake of the Association's education offerings
- Implement partnerships with reputable professional development providers to diversify and enrich the educational portfolio.
- Collaborate with global physiotherapy associations to offer APA education programs internationally
- Prepare and deliver regular performance reports on the Division to provide the CEO and the Board of Directors with comprehensive insights.

Team Leadership

- Lead and inspire a high-performing team, promoting a positive organisational culture and fostering professional development among team members.
- Shape and lead the APA's education initiatives, including those through the Australian College of Physiotherapists, with a focus on product development, commercial outcomes and member satisfaction
- Direct and manage the team, ensuring their alignment with the APA's mission and strategic objectives.
- Monitor the team's performance against activity plans and budgets, taking corrective actions when necessary.

These duties and responsibilities are dynamic and subject to change as the APA evolves, and therefore, flexibility and adaptability are key attributes for success in this role.

Position dimensions

Staff | Direct reports 4 | Division Staff – 15

About you and selection criteria

Skills:

Strategic leadership:

- Proven ability to shape and lead educational initiatives, providing strategic direction to achieve organisational goals.

Educational program management

- Strong project management skills, particularly in overseeing curriculum development and educational program design and implementation.

Accreditation:

- Ability to lead the uplift a program to reach accreditation requirements and then maintain

Team leadership and management:

- Demonstrated experience in effectively leading and managing teams, fostering a collaborative and high-performance culture.

Global collaboration:

- Ability to collaborate with international physiotherapy associations and establish partnerships to enhance the global appeal of professional development programs.

Technology integration:

- Proficiency in leveraging learning management systems and other educational technologies to enhance program accessibility and effectiveness.

Financial acumen:

- Financial management skills, including commercial decision-making, budget development, monitoring, and ensuring the financial sustainability of education programs.

Stakeholder engagement:

- Strong interpersonal and communication skills to engage with internal and external stakeholders, fostering positive relationships.

Quality assurance:

- Experience in implementing and maintaining quality control mechanisms to ensure the high standard of educational offerings.

Personal attributes

- Exemplary stakeholder management
- Strategically-minded
- Problem-solving approach
- Collaborative, inclusive working style with an ability to bring people on your journey
- Ability to work autonomously, set Divisional KPI's
- High accountability and self-actualisation
- Excellent leadership and influencing skills
- Excellence in written and oral communication