

## Position Description

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|-----------------|-------------------------------|
| Position title: | Learning & Innovation Manager |
| Division:       | Education                     |
| Location:       | National Office   Hybrid      |
| Reports to:     | General Manager, Education    |
| Position type:  | Full time                     |
| Approved by:    | CEO                           |
| Date approved:  | Jan 2025                      |

## About us

With over 32,000 members, the Australian Physiotherapy Association (APA) is the peak body representing the interests of Australian physiotherapists and their patients. We are committed to professional excellence and career success for our members, which translates into better patient outcomes and improved health conditions for all Australians.

We advocate strongly for access to quality physiotherapy services, provide leadership in the wider health landscape, create lifelong information and learning opportunities for members, and promote the value of physiotherapy to the broader community.

As an Employer of Choice, and winner of the 2022 Association of the Year award, the APA is proud to have a great working culture that is underpinned by our core values:

Accountability | Excellence | Collaboration | Courage | Respect

The APA provides a variety of employee benefits:

- 3 extra days of leave at the end of the year
- a mental health day
- hybrid working environment
- savings on a range of corporate partner products
- access professional development opportunities
- ...and lots more.

## About the role

The Australian Physiotherapy Association (APA) delivers comprehensive, flexible and globally recognised education opportunities, supporting physiotherapists in achieving clinical excellence and advancing their careers.

The Learning & Innovation Manager leads the design, development, and delivery of high-quality educational programs, both in-person and online. Working collaboratively with internal teams and external stakeholders, the role oversees strategic planning and conceptualisation of new offerings, while ensuring existing resources are regularly reviewed and aligned with market needs and APA's strategic objectives.

The position leads a team of education designers and project coordinators, driving innovation and excellence in the development and project management of APA's education and professional development programs.

## Responsibilities

The role is responsible for the management of learning and innovation activities across the education offerings of APA including:

- Manage and lead project teams to map career pathways, design curricula, and develop and timelines
- Integrate current research and international best practices to ensure curricula are developed with robust principles and evidence-based design approaches
- Collaborate with relevant committees, working groups, and advisory bodies to ensure education programs align with professional standards, organisational strategy, and stakeholder expectations
- Review training seminars, workshops, and courses from a pedagogical perspective to ensure they meet the needs of physiotherapists at various performance levels
- Provide guidance on the creation of online content, collaborating with online platform technicians to ensure quality and usability
- Maintain high-quality professional development programs, ensuring continuous improvement based on evaluation data and feedback
- Manage the optimal program mix to align with the educational, strategic, and commercial objectives of the organisation
- Monitor and report on the financial performance of career pathways and curriculum design, including consultation and development-related expenses
- Oversee the team's workplan, ensuring alignment with and support of the achievement of key organisational objectives
- Provide clear direction, coaching, and performance feedback to team members, fostering their professional development and ensuring alignment with organisational priorities
- Develop and implement processes to optimise team workflows, ensuring efficient resource allocation and timely delivery of education initiatives
- Lead market research to identify key trends, recommend new programs, and guide decisions on program revisions or retirement

## Responsibilities continued

- Foster a culture of innovation, market focus, accountability, and self-motivation within the Program Development team
- Take a leadership role in the end-to-end development of educational programs, working collaboratively with internal and external stakeholders
- Regularly report on the progress, performance, and financial outcomes of education programs, providing updates and insights for the CEO report and other key organisational stakeholders
- Actively manage budgeting and planning processes for program development to ensure alignment with organisational goals.

## Reporting relationships

This role reports to the General Manager of Education

This role has six direct reports:

- Team leader, education development
- Product development advisor
- LMS administrator
- Learning and instructional designer
- eLearning developer
- Education development coordinator

## Other key (non-reporting) relationships

Key relationships include:

- APA's Education Committees
- The Australian College of Physiotherapists (ACP)
- ACP College Council
- ACP Standing Committees
- Health Service Managers and Private Practice owners
- Member/non-member groups to ensure the learning needs of the profession are met
- External education consultants regarding education framework, policies and procedures
- Manager of Professional Development Delivery
- Manager of National Entity Operations
- Marketing, communications and business development team
- Branch staff, particularly Branch Managers
- Finance team in the formulation and management of the budget

## About You and Selection Criteria

- A tertiary qualification in education, instructional design, or a related field, or equivalent experience
- Significant experience in an education or professional development leadership role, preferably within a health or allied health context
- Proven experience in leading the design, development, and delivery of education programs, including in-person and online modalities
- Deep understanding of curriculum development principles, instructional design methodologies, and assessment strategies
- Experience in conducting market research and applying findings to develop responsive, high-impact education offerings
- Strong ability to work collaboratively with diverse internal teams and external stakeholders, including subject matter experts and technical specialists
- Proven track record of managing and inspiring multidisciplinary teams, fostering a culture of innovation, accountability and continuous improvement
- Demonstrated experience in managing workload priorities and delivering outcomes within tight timeframes
- Strong project management skills, including planning, execution, and evaluation of education initiatives
- Experience managing budgets, reporting on financial performance, and ensuring cost-effective program delivery.