

## Position Description

Position title:	Manager, Education Projects and Governance
Division:	Education
Location:	Camberwell   Hybrid
Reports to:	General Manager, Education
Approved by:	CEO
Date approved:	June 2025
EFT:	Full Time

### About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of more than 33,000 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.

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

The Manager, Education Projects and Governance plays a key role in delivering high-impact, future-focused education initiatives that bring APA's education strategy to life.

The role leads the implementation of major strategic projects that shape the future of physiotherapy education in Australia, ensuring APA's education programs continue to meet the evolving needs of the profession. It manages critical stakeholder relationships and commercial arrangements, enabling collaborative, co-designed solutions and identifying new partnerships that strengthen the reach and relevance of APA's education offering.

The role also provides operational oversight of APA's education governance structures, including committees and advisory groups, supporting informed, high-quality decision-making across the education portfolio.

The Manager leads a small team, fostering a collaborative and supportive culture that empowers team members to grow, take ownership, and contribute to the successful delivery of education initiatives.

## Reporting relationships

This role reports to the General Manager of Education.

This role has 3 direct reports:

- Education Project Lead
- Education Development Officer
- Governance and Operations Coordinator - Education

## Other key (non-reporting) relationships

Key relationships include:

- Manager, Learning & Innovation
- Manager, Professional Development Delivery
- Manager, Training & Assessment
- Education Committees and Working Groups
- APA National Groups, Entities and Branches
- The Australian College of Physiotherapists (ACP) Council and Standing Committees
- APA Company Secretary
- Marketing and Communications team
- Regulatory bodies including the Australian Physiotherapy Council
- Universities and other higher education institutions
- Health and research organisations

## Key responsibilities

### Education Development and Implementation

- Lead the planning and implementation of major education projects aligned with APA's Career Pathway and professional development strategy.
- Manage cross-functional project delivery, ensuring scope, timelines, and deliverables are met through structured coordination and oversight.
- Translate strategic objectives into evidence-informed education initiatives that build member capability across all stages of practice.
- Oversee the development of learning frameworks, capability tools, and resources in collaboration with subject matter experts, working groups, and the Senior Academic Advisor. Ensure initiatives apply best practice in adult learning, digital delivery, and competency-based education, and meet APA's education quality standards.
- Lead evaluation planning and implementation for education initiatives, using data, member feedback, and stakeholder insights to drive continuous improvement.

### Governance and Committees

- Provide operational leadership of APA's education-related governance structures, including committees, advisory panels, and working groups including committees of the Australian College of Physiotherapists
- Oversee planning cycles and meeting operations, ensuring agendas, work plans, and decisions align with strategic education priorities.
- Support chairs to facilitate effective meetings and ensure timely follow-through on decisions and actions.
- Maintain oversight of governance documentation (e.g., terms of reference, charters, regulations) in alignment with APA's policy frameworks, in consultation with the APA Company Secretary.
- Identify and implement improvements to strengthen the effectiveness, engagement, and integration of education governance.

### Strategic Development

- Monitor national and international education trends, workforce needs, and regulatory developments to inform planning and prioritisation.
- Analyse member feedback, sector insights, and evaluation data to shape responsive, relevant education initiatives.
- Contribute to the development of frameworks and pathways that bring APA's education strategy to life and support career development.
- Identify and pursue new partnership opportunities that align with APA's education strategy and expand learning and capability-building opportunities for members.
- Ensure initiatives are aligned with APA's governance, quality standards, and organisational direction.

## Engagement and Relationships

- Champion a co-design approach to education development with APA members, working groups, and subject matter experts.
- Build and maintain strong working relationships across APA teams to support seamless implementation and internal alignment.
- Collaborate with APA National Entities, the Australian College of Physiotherapists (ACP), and governance groups to ensure consistency and integration.
- Establish, grow, and manage relationships with universities, health services, and education providers to support program development, delivery, and shared outcomes.
- Establish and manage relationships with universities, health services, and education providers to support program delivery and collaboration.
- Manage commercial arrangements with external partners, including contracts, deliverables, and alignment with member value and strategic goals.

## Team Leadership and Development

- Lead and support a small team through collaborative, strengths-based leadership that values adaptability, inclusion, and continuous development.
- Provide regular coaching, feedback, and mentoring to nurture individual growth and enable team members to contribute with confidence and clarity.
- Empower the team to take ownership of their work while ensuring alignment with project goals, timelines, and organisational priorities.
- Foster a culture of trust, openness, and shared learning, where diverse perspectives are welcomed and individual contributions are recognised.

## Other duties

- Provide regular reports and updates to the General Manager, Executive, and APA Board as required.
- Undertake other tasks relevant to the role as needed.

## Selection criteria and about you

### Essential

- Tertiary qualification in education, health, project management, or a related field.
- Demonstrated experience leading the implementation of complex education or workforce development initiatives in a stakeholder-rich environment.
- Strong project management skills, including planning, coordination, risk management, and delivery across multidisciplinary teams.
- Experience managing education governance structures, including preparation of high-quality briefings and facilitation of informed committee decision-making.
- Experience leading and developing teams in a way that fosters trust, adaptability, and shared ownership with a focus on coaching, empowerment, and collaboration.

- Demonstrated ability to manage commercial education partnerships, including negotiation, contracting, and oversight of deliverables.
- Proven ability to collaborate across teams and with members, subject matter experts, and external stakeholders to co-design impactful education initiatives.
- Excellent written and verbal communication skills, with the ability to adapt messaging to diverse audiences.
- Experience using evaluation data, member insights, and sector trends to inform education planning and continuous improvement.
- Experience managing budgets and reporting on project and program performance.

**Desirable:**

- Knowledge of education governance structures and operational processes within health, higher education, or professional learning environments.
- Familiarity with professional development frameworks, competency-based education, digital learning systems, or credentialing approaches relevant to health professionals.