

Position Description

Position title:	Engagement and Governance Coordinator - Education
Division:	Education
Location:	National Office Hybrid
Reports to:	Manager, Education Projects and Governance
EFT:	0.8 – 1.0 FTE
Approved by:	CEO June 2025

About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of more than 35,000 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) plays an integral role within the Australian Physiotherapy Association (APA), advancing expert practice across the profession. The ACP champions professional excellence, providing credentials through Titling and Specialisation. ACP is a collegiate, future-focused community that champions lifelong learning, leadership, and innovation in physiotherapy.

The APA is proud to have a great working culture that it is underpinned by our core values:

- Accountability
- Excellence
- Collaboration
- Courage
- Respect

About the role

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

The Engagement and Governance Coordinator – Education plays a vital role in coordinating the effective functioning of APA's education committees, advisory groups, and governance processes. Working closely with the Education Projects and Governance team and the broader Education directorate, this role ensures committees and working groups are well-organised, professionally supported, and aligned with APA's strategic and operational frameworks.

In addition to governance support, the role contributes to the coordination of broader education operations—providing high-quality administrative, planning, and coordination support across a range of initiatives. This includes preparing clear, structured materials for meetings, facilitating timely communication, and supporting the implementation of education projects and priorities.

The role is suited to someone with excellent organisational and interpersonal skills, strong attention to detail, and the confidence to work with members, leaders, and external stakeholders to enable effective governance and education delivery.

Reporting relationships

This role reports to the Manager Education Projects and Governance.

Other key (non-reporting) relationships

Key relationships include:

- Education Project Lead and Education Project Officer
- Learning & Innovation and Training & Assessment teams
- APA Company Secretary
- APA Education Committees and Working Groups
- The Australian College of Physiotherapists (ACP) Council and Standing Committees
- Members, Fellows, and Subject Matter Experts
- Universities and Education Providers (external)
- Compliance and regulatory bodies
- APA Business Services (e.g. Finance, Marketing, Comms, IT)

Key Responsibilities

Governance and Committee Coordination

- Provide high-level secretariat support to APA and Australian College of Physiotherapists
- education-related committees, advisory panels, and working groups - including scheduling, agenda preparation, minute-taking, and action tracking.
- Support Manager Education Project and Governance with planning cycles and committee meeting operations.
- Liaise and coordinate with Chairs and senior stakeholders to ensure meetings are well-prepared, outcomes-focused, and supported with timely, high-quality documentation.
- Support the development and maintenance of governance frameworks, including regulations, terms of reference, and other compliance and regulatory documentations.
- Maintain accurate records, action registers, and decision logs in accordance with APA governance requirements.
- Regularly update all process documentation and other governance-related materials to ensure accuracy and alignment with APA procedures.
- Coordinate the implementation of continuous improvements and change management efforts to strengthen the effectiveness of education governance.

Operational and Administrative Coordination

- Coordinate election and appointment processes for committee and panel roles in line with APA policy, regulations and timelines.
- Prepare and maintain project governance documentation, including stakeholder maps, reporting templates, and briefing materials.
- Collaborate with Education Project staff and internal teams to ensure alignment between committee activities and education program delivery.
- Process invoices and administrative records accurately and on time, in accordance with APA's financial procedures.

Systems and Digital Tools

- Support the effective use of APA platforms and systems (e.g. Diligent, Apatify, PhysioHub) to enable efficient committee operations and engagement.
- Maintain accurate and well-organised records in line with APA information and records management policies.
- Keep up-to-date contact and engagement records for committee and working group members.

Engagement and Relationships

- Support Manager Education Project and Governance with the development and coordination of collaborative initiatives with external stakeholders, including universities and education providers, to support effective partnership and program implementation.
- Assist in managing commercial arrangements with external partners by coordinating contracts, tracking deliverables, and ensuring alignment with agreed objectives and member value.
- Act as a key point of contact for committee and working group members, fostering positive, professional relationships and timely communication.
- Liaise across APA teams to ensure committee decisions and outputs inform operational planning and member-focused activities.
- Prepare updates, briefings, and communications related to committee activities and outcomes.

General Support

- Provide additional administrative and coordination support for education activities and initiatives as directed by the Manager, Education Strategy and Governance and General Manager, Education.

About you and Key Selection Criteria

Essential

- Demonstrated experience providing high-quality administrative support and committee coordination in a complex professional environment.
- Proven ability to understand, interpret and apply regulations, frameworks and policies.
- Excellent written and verbal communication skills, including the ability to prepare clear agendas, minutes, reports, and correspondence.
- Strong interpersonal skills and the ability to confidently engage with a diverse range of stakeholders, including senior leaders, members, and external partners.
- Highly developed organisational skills, with the ability to manage competing priorities, track progress, and meet deadlines.
- Exceptional attention to detail and a proactive approach to maintaining accuracy and improving processes.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and confidence using or learning new systems and digital platforms for records and meeting management.
- Demonstrated alignment with APA values of Accountability, Excellence, Collaboration, Courage, and Respect.

Desirable

- Experience supporting governance structures, committees, or advisory groups within a membership, education, or health-related organisation.
- Understanding of professional learning, credentialing, or continuing education environments.