

Position Description

Position title:	Professional Development Coordinator QLD
Division:	Member Experience
FTE / hours:	0.6 FTE. Ordinary hours: 9am to 5pm across 3 days a week, or flexibility to work school hours across multiple days
Location:	Hybrid Eight Mile Plains (QLD) Office days - (Tuesdays and Thursdays) Work from home (1- day, ideally Monday or Wednesday)
Reports to:	Branch Manager, QLD
Date:	Updated January 2026

About us

With over 36,000 members, the Australian Physiotherapy Association (APA) is the peak body representing the interests of Australian physiotherapists and their patients. Our commitment to members is delivered through four strategic pillars — Advocate, Educate, Connect and Deliver — which guide everything we do.

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

Accountability | Excellence | Collaboration | Courage | Respect

The APA has been recognised for its excellence, winning the Association of the Year Award (2022) and named a HRD 5-Star Employer of Choice (2022–2025). We pride ourselves on fostering a positive, inclusive, and high-performing work environment

APA offers a supportive and flexible workplace, with a range of benefits designed to support wellbeing, balance, and professional growth, including:

- A hybrid working environment.
- Three additional gifted days of leave at the end of the year.
- Birthday leave.
- A dedicated mental health leave day.
- Access to discounts and savings through a range of corporate partner programs.
- Ongoing professional development and learning opportunities.
- Access to Employee Assistance Programs
- ...and much more.

Reporting Relationships

- Branch Manager, for Branch operational direction.

Other Key Relationships (non-reporting)

- Manager of Professional Development Operations, for PD workload distribution
- Finance team for invoice reporting
- Marketing team for PD and event promotion
- Manager of National Entity Operations, General Manager of Member Experience, as well as General Manager of Education, for overall strategic direction
- External stakeholders including:
 - PD-related contacts such as presenters, and convenors.
 - Elected physiotherapy volunteers (QLD Branch Council, National Group committees, QLD Student Committee).
 - Universities and students.
 - Suppliers and vendors
 - Members

About the Role

The role has a varied scope of responsibilities across, Professional Development events, Branch events and activities consistent with the role and working in a small office.

Professional Development responsibilities include:

- End-to-end logistical/administrative coordination of professional development, including but not limited to:
 - Organising convenors and presenters for courses and lectures.
 - Creating course registration, and monitoring registration enquiries.
 - Organising venues, catering, and equipment.
 - Supporting the promotion of courses and lectures, including through social media channels
 - Set up and pack down in-house training venues, requiring the ability to undertake manual handling tasks.
- Contributing to development of ongoing evolution of the Education strategic vision.
- Undertaking other duties as reasonably requested by management,

Branch responsibilities include:

- Member engagement:
 - Monitoring public facing inboxes and responding to member enquiries
 - Supporting the coordination and logistics of meetings
 - Providing end-to-end logistical event management for bi-annual Queensland Awards Ceremony.
- Student and university engagement:
 - Delivering end-to-end logistical event management for annual Student Career Connect event
 - Supporting the delivery of university presentations and related appearances
 - Providing operational and administrative support to the Queensland Student Committee in their activities and initiatives.
- General office related:
 - Compliance with WHS and identifying and reporting issues.
 - General day to day office duties (mail, office supplies, liaising with landlord etc)
 - Contributing to a positive, inclusive and respectful workplace culture.
- Other:
 - Processing invoices and preparing documentation for submission to Finance team for payment
 - Contributing to the ongoing development of the Member Engagement, Queensland Branch, and APA-wide strategic visions
 - Undertaking other duties as reasonably requested by management consistent with the role and a small office environment.

About You

You will bring a combination of strong organisational skills, a collaborative mindset, and a genuine commitment to supporting members and colleagues. Ideally, you will have:

- Previous experience in administration or event coordination within a member-based organisation, office environment, or Registered Training Organisation (RTO)
- Highly developed organisational skills with strong attention to detail
- The ability to work effectively both independently (self-directed) and collaboratively as part of a team
- A demonstrated ability to manage multiple tasks and a varied workload.
- Flexibility and adaptability, with the capacity to prioritise effectively in a dynamic environment
- Strong communication and relationship-management skills
- Confidence using Microsoft Office and Zoom like Technologically, with the ability to quickly learn new systems and technology
- A genuine love of learning and continuous improvement

- Strong email and time-management skills
- A positive, enthusiastic, and caring approach to work
- Demonstrated physical capability to perform manual handling tasks such as lifting, bending, pushing, pulling and prolonged standing. Reasonable adjustments will be considered to support candidates with differing abilities
- A strong alignment and demonstration of APA values: accountability, excellence, collaboration, courage, and respect.

Even if you don't meet every requirement listed above, we encourage you to apply. We value diverse experiences and are committed to supporting learning and development.

Special Requirements

- Comfortable working across both in-person and virtual teams, with the ability to work:
 - Two days per week in the office (Tuesday and Thursday, 9:00am–5:00pm), and
 - One day per week working from home (ideally Monday or Wednesday).
- A valid Australian driver's licence with access to a car.
- Able to travel for:
 - Local university presentations and appearances (approx. 3x yearly)
 - Possible interstate travel from time to time e.g. All staff conference
- Ability to participate in occasional, pre-planned out-of-hours work, where required, with TOIL available. Including:
 - Being available to receiving a call for emergency queries during courses (approximately once per month, e.g. venue or equipment-related issues). If needed.
 - Supporting the delivery of the Career Connect event in Brisbane (Saturday, 1 August)
 - Providing support through attendance at a limited number of online Branch Council and Student Committee meetings (approximately four per year).