

POSITION DESCRIPTION

Position Title:	College Project Lead – Australian College of Physiotherapists
Term:	Permanent position
EFT:	Full time
Division:	Education Division
Location:	Home Office or APA Office
Reports To:	Head of College of Physiotherapy
Approved By:	CEO
Date approved:	June 2022

About Us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of more than 31,000 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.

Vision for the ACP - Fellowship of the Australian College of Physiotherapists (ACP) is globally recognised as a pinnacle of a physiotherapist's standards, education and professional excellence. The ACP offers pathways and programs that are aspirational, but accessible, achievable and flexible. The benefits of its membership are valued by physiotherapists in Australia and globally, and the credentials it offers are recognised by all stakeholders.

Mission - The ACP empowers a physiotherapist's lifelong learning journey towards maintaining the highest standards of clinical and professional excellence and professionalism. We advocate for the recognition of their skills and value to the profession, community, employers and health system.

The APA offers a wide range of continuing professional education activities in face to face, blended and fully on-line modes. Titling and Specialisation processes, which fall within the auspices of the ACP, recognise members that have achieved the highest levels of clinical and non-clinical expertise in their area of practice. The ACP offers a credential at the 'Highly Developed' level, a 2-year Specialisation Program for expert level specialist physiotherapists and a pathway to fellowship by Research or Leadership.

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

To lead and provide educational expertise and project manage the further developments and implementation of the new Strategy for the Australian College of Physiotherapists.

Reporting relationships

This role reports to the Head of ACP

Key responsibilities

- Lead the scoping and implementation of the Colleges new strategy.
- Provide educational expertise to individual projects with input from relevant stakeholders with a focus on:
 - Framework design
 - Assessment design
 - Program and pathway design
- Lead interim changes, liaising with Fellows, members and staff to achieve required outcomes within agreed timeframes, taking into account implementation requirements.
- Lead quality and continuous improvement initiatives across all project deliverables.
- Contribute to the development of work plans and business cases to support College initiatives.
- Support the work of relevant committees, working/review/advisory groups (e.g. Standards and Education Quality Standing Committee), through the preparation of reports and discussion papers based on evidence-based best practice.
- Coordinate groups working to deliver education training project initiatives in line with APA and ACP strategic vision and goals with consideration for alignment with regulatory bodies.
- Develop detailed evaluation frameworks to support ongoing education and training projects.
- Lead the development of project planning documents, eg project roadmaps, stakeholder engagement and communication plans, including briefing papers to Council and the Board.
- Lead the development, review and updating of regulations, policies and guidelines ensuring timely publication on the website.
- Liaise with relevant internal and external stakeholders to ensure effective and efficient stakeholder and member engagement.
- Liaise and collaborate with relevant staff across the APA to ensure updates and new projects are operationalised and communicated as required.
- Additional tasks relating to areas of responsibility as directed by the General Manager, Education and or Head of ACP.

Selection criteria

Essential:

- Experience in education and or training development and documentation at the secondary, tertiary or postgraduate level or equivalent experience in identifying, planning and implementing improvements to address changing educational requirements.
- Demonstrated ability to identify, implement and evaluate educational initiatives based on best practice, an interest in, and the ability to grasp complex issues relating to education and training.

- Demonstrated project management experience and or skills.
- Highly developed verbal and written communication skills, particularly in report writing, correspondence and presentations and the ability to document work performed.
- Experience consulting with internal and external stakeholders to achieve desired outcomes, whilst maintaining positive relationships.
- Excellent interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups.
- Excellent organisational skills and a high level of attention to detail with the ability to prioritise and complete tasks within strict timeframes.
- The ability to work without close supervision, as a member of a team; be enthusiastic and self-motivated; contribute ideas and collaborate in their implementation.
- Expertise in the use of Windows-based PC applications with emphasis on database, word processing and spreadsheet software (MS Word and Excel preferred).
- Demonstrated behavioural capabilities of Accountability, Excellence, Collaboration, Courage and Respect as per APA staff values.

Desirable:

- A physiotherapy or health background
- Demonstrated abilities in change management
- A strong background in advanced practice
- Experience in the use of online technology in education

Special requirements

The position will require occasional interstate travel and attendance at meetings outside standard working hours.

Decision Making

All positions are bound by the Association's general operating, human resources management and finance policies and procedures including the delegations schedule.

Terms

Full time permanent position with the option to negotiate to nine day fortnight or 0.8 FTE, pending candidate.

Appointment remuneration would be commensurate with experience.