

## Position Description

Position title :	Professional Development Coordinator
Division:	Education
Team:	Professional Development Event Delivery
Location:	National Office
Reports to:	CEO
Position type:	Part time - (22.5 to 30 hours per week)
Approved by:	CEO
Date approved:	January 2020

## About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of over 26,000 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 promoting the value of physiotherapy to the community.

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

- Professionalism
- Excellence
- Unity
- Community-mindedness
- Vision

## About the role

Reporting to Team Leader, Event Delivery, and working together with a team of other Professional Development Coordinators, the primary function of this role is to ensure the smooth delivery of a portfolio of the Australian Physiotherapy Association's (APA) Professional Development (PD) events through high quality end-to-end logistical coordination and service delivery.

### Reporting Relationships

This role reports to the Team Leader, Event Delivery, within the Professional Development Group.

### Other Key (non-reporting) Relationships

- Other Event Delivery team members to ensure knowledge and idea sharing, consistency in delivery, problem solving and best practice management
- Product Development Team to ensure event content is up to date, any participant feedback of content or delivery is actioned accordingly and events are coordinated and delivered as per development plan.
- Regional and Branch staff, particularly Branch PDOs to ensure state-specific considerations are taken into account in decision-making
- LMS and IT team on course delivery and troubleshooting matters
- Marketing staff to ensure marketing materials and information pertaining to dates, venues, presenters etc. are accurate and up-to-date, and events within remit are appropriately marketed
- External stakeholders including National Groups, presenters, partners, convenors etc. to ensure exceptional service in the coordination and delivery pre, during and post event.

### Key Responsibilities

- Assist, provide insights and input into the development of the annual Professional Development course schedule, individual portfolio schedule and event budgets
- Financial management of events, including proactively seeking cost or process efficiencies
- Accurate administration of portfolio of events in APA database (course set up, listing on website etc)
- Coordinating the logistics of delivering events, including where required, venues, catering, AV, equipment, presenter-related logistics and resources
- Ensuring all events are run professionally, achieving the highest standards in customer service and logistical execution
- Liaising with internal teams to ensure knowledge and idea sharing, consistency in delivery, problem solving, innovation and best practice management
- Liaison and collaboration with National Groups and other volunteer groups in the successful scheduling and delivery of PD events
- Liaise with internal and external suppliers to ensure printing and delivery of presenter materials and course manuals
- Negotiation with suppliers to ensure best commercial outcomes for APA
- Continue to innovate and contribute to process improvement
- Setting up, administering, collating, distributing and actioning where appropriate post-event evaluations and feedback and reporting
- Contributing to the portfolio reporting requirements
- Facilitating events on-site, including set-up, presenter liaison and pack-up where required
- Coordination of other tasks and special projects as allocated by the Team Leader, Manager PD and GM PD and Member Groups as they arise.

## About you

- Qualification in business / event management or similar desirable, and/or previous experience in event/PD coordination
- High level of interpersonal and communication skills
- Financial literacy, including proven ability to create, modify and review budgets
- High degree of professionalism and commitment to customer service excellence
- Team-focused attitude and ability to work in a virtual interstate team
- Enthusiastic outlook and proactive approach to self-improvement.

## Special Requirements

This role may from time to time require after-hours work in order to deliver events scheduled during those periods.