

# Position description

Position title:	Education Project Officer Aboriginal and Torres Strait Islander Cultural Education Unit
Date of last revision:	February 2018

## 1. Purpose

Reporting to the Aboriginal and Torres Strait Islander Cultural Education Unit Manager, the Education Project Officer provides support to educational projects that support the Aboriginal and Torres Strait Islander Cultural Education Unit.

The primary function of this role includes the project management of cultural significant events, providing high level administration support and the coordinating of training courses offered by GP Synergy through the Aboriginal and Torres Strait Islander Cultural Education Unit as well as monitoring and providing education support for course participants.

The Education Project Officer is a key contact person for people attending training courses offered by GP Synergy through the Aboriginal and Torres Strait Islander Cultural Education Unit. He/she must have developed the requisite knowledge of the program to provide information required by attendees and will work to support the GP Synergy vocational training and education program by undertaking and overseeing a range of administrative and support tasks and procedures that underpin the vocational training program requirements.

## 2. Essential duties and responsibilities

Essential duties and responsibilities include the following, other duties may apply:

### 2.1 Provide support to educational projects in the Aboriginal and Torres Strait Islander Cultural Education Unit:

- a) assist in the project coordination of educational projects in conjunction with the project lead
- b) assist in coordination of NAIDOC and other Cultural Significant events supported by GP Synergy
- c) provide support and guidance to GP Synergy in recognising culturally significant dates in supporting GP Synergy's Reconciliation Action Plan, and the GP Synergy NAIDOC Committee.

### 2.2 Arrange and coordinate training courses offered by GP Synergy through the Aboriginal and Torres Strait Islander Cultural Education Unit:

- a) work with events staff to coordinate educational events, includingbut not limited to:
  - Diploma in Practice Management for ACCHS – Western Sydney TAFE (OTEN)
  - Certificate IV in Training and Assessment – Western Sydney TAFE (OTEN)
  - Australian Institute Company Directors (AICD)
- b) maintain high service quality standards of GP Synergy events and adhere to work health and safety policies, as well as represent GP Synergy at relevant events and activities
- c) assist in the coordination of other events or activities as requested.

### 2.3 Provide administration support:

- d) provide administration and secretarial support for the Aboriginal and Torres Strait Islander Cultural Education Unit on projects and educational events, as well as to participants in events
- e) work closely with Program Support and Event Coordinators and Procurement Officer to arrange travel and accommodation for course participants
- f) provide support to the course organiser and relevant education providers to provide administrative assistance as required.

### 2.4 Monitor and provide education support for participants:

- a) identify and support participants who are not meeting task assessment deadlines, not attending blocks and assist with requests for support and mentoring
- b) collaborate with the Aboriginal and Torres Strait Islander Cultural Education Unit Manager regarding communication about attendance and accountability with the participants and retrospective ACCHS to further support the Aboriginal and Torres Strait Islander Health Advisory Committee.

### 2.5 Other tasks as specified by the Aboriginal and Torres Strait Islander Cultural Education Unit Manager.

## 3. Task specification

Task name	% Total work
Provide support to educational projects in the Aboriginal and Torres Strait Islander Cultural Education Unit	10%
Arrange and coordinate training courses offered by GP Synergy through the Aboriginal and Torres Strait Islander Cultural Education Unit	35%
Provide administration support	15%
Monitor and provide education support for participants	35%
Other tasks as specified by the Aboriginal and Torres Strait Islander Cultural Education Unit Manager	5%
TOTAL	100%

## 4. Distinguishing factors and competencies

### 4.1 Skills and other attributes

Area	Description	Competency level required
<b>Skills</b>		
Computing	High level office computing skills including MS Office applications:	
	• MS Word	Very high
	• MS Excel	Medium
	• MS Outlook	High
	• MS PowerPoint	High
	• Adobe	Medium

	<ul style="list-style-type: none"> <li>• Database</li> </ul>	Medium
	<ul style="list-style-type: none"> <li>• Web browsing</li> </ul>	Medium
Communication	Written and verbal communication skills	Very high
	Interpersonal skills	Very high
Customer service	External customer service skills	Very high
	Internal customer service skills	Very high
Coordination	Time management - ability to handle multiple tasks simultaneously	High
	Organisational and planning skills and the ability to plan and prioritise work to meet deadlines	High
	Demonstrates attention to detail, accuracy and thoroughness in work produced	Very high
	Problem solving skills	High
	Document and electronic filing systems	High
	Project management	Medium
Analytical	Synthesises complex or diverse information	Medium
<b>Attitude and recommended characteristics</b>		
Attitude and recommended characteristics	Propensity towards internal and external customer service	Very high
	Propensity towards being organised	Very high
	Works well in a team environment	Very high
	Propensity towards multidisciplinary task role and is flexible	Very high
	Keeps focussed and organised under 'reasonable' pressure	Very high
	Reacts well under 'reasonable' pressure	High
	Demonstrates respect for internal and external stakeholders and upholds organisational values	Very high
	Maintains professionalism and a positive and courteous manner	Very high
	Demonstrates sound work ethic	Very high
	Is reliable and dependable	Very high
	Undertakes and participates in self-development activities	High
	Exhibits an affirmative approach to the requirements of the role and organisational activity	High
	Takes pride in presentation, quality and efficiency of work	Very high
<b>Complexity</b>		
Complexity	Requires a high degree of customer service and organisational skills	Very high
	Performs a variety of tasks in a multidisciplinary environment	High
	Requires high level degree of judgment to perform a variety of job tasks that involve reference to multiple sets of standards and policies and confidentiality requirements	Very high
	Ability to cope with competing priorities and resources	High

Supervision		
Supervision	Requires the ability to be self-directed and work in a team setting	Very high
	Has the ability to work unsupervised	Very high
Safety		
Safety and Security	Observes safety and security procedures	High
	Observes the requirements under the Information Security Management System Charter and specific responsibilities	High
	Determines appropriate action when responding to safety and security matters	High

## 4.2 Knowledge

Requires knowledge of requirements of Australian General Practice Training, RACGP Vocational Training Standards, ACRRM Training Standards for Supervisors and Training Posts, and GP Synergy, the Department of Health and AGPT policy and procedures (will be provided as part of orientation and induction to the role).

A sound understanding and proficient knowledge of other relevant standards, legislation, policies and procedures.

The role requires the requisite knowledge of the program to support and direct trainees and supervisors in their respective roles.

## 4.3 Working conditions

- performing multidisciplinary job functions in a relatively stable work environment
- occasional disagreeable elements such as managing the coordination of competing tasks and priorities
- occasional travel including overnight stays.

## 4.4 Physical demands

Requires medium work demands of an office environment.

## 4.5 Communicates with

- Management
- Medical educators
- GP Synergy staff
- Registrars, supervisors and practice staff
- External and internal clients and suppliers including external users of the premises
- Other industry stakeholders.

## 4.6 Scope of authority

Reports directly to the Aboriginal and Torres Strait Islander Cultural Education Unit Manager under the matrix reporting structure.

## 5 Qualifications

### 5.1 Education

- tertiary qualifications or extensive experience in related role.

### 5.2 Experience

- requires relevant and current experience in education and/or training environment.

### 5.3 Other qualifications/licences

- unrestricted motor vehicle licence (essential)
- identifies as an Aboriginal and/or Torres Strait Islander person.

## 6 Document Information

### 6.1 Source documents and cross references

GP Synergy Policies, Procedures and Employment Contract

### 6.2 Revision history

The following table shows the changes that have been made to this document.

Reviewer	Date	Comments
CO & AM	August 2017	Developed
ADMIN	February 2018	Reformatted