

Position Description

Education Officer



Celebrating 30 Years!

Purpose of the Role

Reporting to the National Chief Executive Officer and working closely with the Vic Board and the National Education Manager and the Learning and Development Manager, the Vic Education Officer will champion SCA strategic goal to “continue to deliver high quality education to members and the public”; manage SCA education program including reviewing member feedback, identify training needs, developing draft Convention program and annual education calendar, and collaborate with the Education Committee.

Accountability

Accountable to and receives direction from the National CEO and convener of the Education & Accreditation Sub Committee (convener).

Reports to

The National CEO as required.

Responsibilities

Education Program/s & Events	KPI
Source, review and manage feedback from members/ event attendees as it relates to education so that the feedback can be used in meaningful ways. This includes issuing an annual survey to members seeking feedback on education requirements for the coming year.	All feedback on education to be reported to each committee meeting, and useful feedback/ trends to be noted in a centralised report that is available for ongoing reference. Feedback to achieve average score of 3/5.
Identify training needs by reviewing feedback and keeping abreast of trends and industry news.	Education calendar and convention program, covers common themes highlighted in feedback
Draft the annual education calendar for each financial year to be proposed to the Education Committee for approval or amendment.	Draft education calendar to be prepared by 31 st January each year for committee approval by 31 st March
Draft the annual symposium program to be proposed to the education committee for approval or amendment.	Draft symposium program to be prepared by 30 June each year for Education Committee approval by 31 st July
Prepare all Education Committee meeting agendas and minutes of meetings	Agendas to be issued 7 days prior to meeting date and minutes to be issued within 14 days of meeting
Attend all Education Committee meetings and ensure the Committee is fulfilling the required objectives in accordance with their Terms of Reference.	Attendance rate of 90% and all committee objectives met
Write “Session Summary” for all education events that clearly outlines the objectives, speakers to be engaged, speaker briefs, and the draft event promotion text.	Education summaries to be completed 6 months prior to event date (excluding first educational activities of each financial year which cannot be done this far in advance due to timing of finalising education calendar)
Brief speakers on the objectives of their presentation, noting that engagement and coordination of speakers and event related communication to the speakers is to be completed by the Event Officer with a focus on ensuring the speakers have one primary point of contact at SCA Vic. In the case of multiple presenters & panel sessions, Pre-planning Meetings may be required.	Once Event Officer has confirmed speaker has been engaged, speaker to be fully briefed within 2 weeks

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Advise Event Officer of any event requirements needed to meet education objectives for a particular event, noting that Event Officer will handle all event management	Event requirements to be provided to Event Officer with 14 days of approval of annual event calendar
Attend all education events to critique content	Attendance rate of 90%
May be required to facilitate education events from time to time	As required
Prepare, manage and monitor relevant government funding applications and programs in relation to education	Applications are well managed with monthly progress report to National CEO and Education Committee convenor
Non-SCA Training & Education	KPI
Manage Applications from members requesting CPD points for external training, both from the Training Provider and Attendee, including proposing CPD points for endorsement, filing applications and notifying applicants of outcomes.	All Applications to be filed noting application status (pending, approved or declined) and proposed CPD points to be issued to EPDC within 1 week of receipt seeking endorsement within 1 week.
Written Education Content	KPI
Ensure all written content is kept up to date and available to members via the member portal	Resources to be up to date with accurate information and available on member portal at all times
General	KPI
Ensure activities comply with relevant Acts, Regulations, Codes, legal demands, internal procedures, policies, controls and professional and ethical standards.	All activities to comply.
Speak highly of SCA and SCA initiatives at all times, and encourage participation in SCA programs such as Accreditation, SMPS and Awards.	A positive and encouraging image to be displayed at all times.