

## Position Description – Education Project Officer

### About ADEA

The Australian Diabetes Educators Association (ADEA) is the national peak body representing health care professionals in diabetes education, management and care. We are also the regulatory body for Credentialed Diabetes Educators (CDEs).

ADEA is located in Canberra and leads and advocates for best practice in diabetes education and care nationally. As a member organisation, we provide leadership and support for health care professionals who practice within the specialty field of diabetes education and care. The majority of our membership are Credentialed Diabetes Educators. More information can be found at our website [www.adea.com.au](http://www.adea.com.au)

ADEA has planned projects over the next 6-12 months requiring a project officer. These projects relate to development and review of university course content and accreditation, and credentialling and mentoring programs.

The projects will involve consultation with health professionals and other experts as well as consumers of health services and their families. The Project Officer will be required to develop and implement projects, establish and manage expert advisory groups and key stakeholders.

### Position details

Position Title	Education Project Officer
Reports To	Professional Services and Education Manager
Responsible For	Project planning, management, delivery, evaluation and reporting
Contract Period	Part time contract until 30 June 2020, with the possibility of extension dependent on funding
Hours	25-35 hours per week
Salary	\$65,000-\$75,000 p.a. + 9.5% super including PBI salary sacrificing
Key Objective	The Education Project Officer will work closely with the Professional Services and Education Manager and other relevant ADEA staff and committees as appropriate, to research, plan, design, implement and evaluate projects relating to course accreditation, credentialling and mentoring.

## Scope of this position

This is a part-time position of 25-35 hours per week, funded until 30 June 2020.

The Education Project Officer will work closely with the Professional Services and Education Manager and other relevant ADEA staff and committees as appropriate, to research, plan, design, implement and evaluate the projects.

## Key Responsibilities

Undertake and manage several education projects simultaneously

- Develop and maintain collaborative and constructive relationships with stakeholders
- Contribute to the development of project plans
- Develop and implement the projects and evaluate as required, adhering to approved project plans including deliverables and timelines
- Establish and coordinate reference and working groups as required
- Monitor agreements with subcontractors and report on performance and agreed outcomes
- Report regularly to the Professional Services and Education Manager about progress and timelines on each project
- Participate in team meetings
- Represent ADEA as required at meetings and conferences
- Other duties as requested from time-to-time

## Individual Knowledge and Skills of the Position

### Essential Criteria

- Diverse experience in the development and review of adult-learning course content and education materials
- Tertiary qualifications in a relevant field or relevant demonstrated experience
- Demonstrated sound judgement in dealing with complex issues
- Well-developed oral and written communication skills
- High level interpersonal and communication skills
- Demonstrated skills and experience in managing committees
- Strong organisation and time management skills
- High level research and analytical skills
- Ability to work effectively in a small team environment and autonomously
- Sound computer skills including Microsoft Office
- A willingness to travel (may include overnight stays – minimal travel time is expected).



Your trusted partner in diabetes care

## Desirable Criteria

- Demonstrated skills and experience in managing education-related projects
- Knowledge and understanding of the practice of nursing, allied health, health care, diabetes or chronic disease management
- Understanding of a membership organisation and membership support
- Understanding of accreditation and credentialling
- Experience in and understanding of the not-for-profit environment.

