

POSITION DESCRIPTION

Position Title:	Education and Training Manager
Location:	National Secretariat, Brisbane-based
Employment Status:	0.9 FTE
Reporting Relationships:	General Manager, COPD National Program
Direct Reports:	Project and volunteer staff as required
Date:	July 2017

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the work to be encompassed within this role. The key areas of responsibility and annual performance indicators are tied to both the performance review and career development conversations. This position description should be reviewed annually, as changes to the organisation will result in the need to update the position description.

SECTION 1

LUNG FOUNDATION AUSTRALIA VISION

Lung Foundation Australia's (LFA) vision is to ensure **'better lung health and reduced impact of lung disease for all in Australia'** by:

- Promoting lung health
- Promoting timely diagnosis of lung disease
- Supporting those with lung disease and their carers
- Promoting equitable access to evidence-based care
- Driving quality research and raising funds for medical and scientific research;
- Influencing public policy, through advocacy across all levels of government.

LUNG FOUNDATION AUSTRALIA VALUES

Lung Foundation Australia operates under the principles and respect for the law and system of government, respect for people, integrity, diligence and efficiency.

LUNG FOUNDATION AUSTRALIA ENVIRONMENT

Lung Foundation Australia national office includes approximately 20 professional/administrative staff based in Brisbane and 5 professional staff based in Sydney, supported by a team of dedicated volunteers.

SECTION 2

POSITION SUMMARY

This role is tasked with coordinating the education and training schedule for the COPD National Program. Along with managing the logistics of the training schedule, this will involve developing, reviewing and maintaining content of training across multiple modalities ie. Face to face, online and webinar. All training is developed with the input of appropriate clinical advisory groups; this role will provide support to these groups. This role will ensure that training and education products integrate with the broader agenda of better lung health and reduced impact of lung disease.

KEY SKILLS & QUALIFICATIONS:

Essential

- Project management
- Stakeholder management & networking
- Facilitation and presentation of health topics
- Knowledge of adult learning principles

Desirable

- Clinical background
- Knowledge of lung disease and in particular COPD
- Learning Management System experience

KEY ACTIVITIES

- Manage and coordinate the education and training schedule for the COPD National program
- Develop new and maintain existing content for LFA training programs, including face to face, webinars and online formats
- Produce high-quality presentations and education resources
- Present and facilitate education workshops and training events, as well as provide support to presenters and participants
- Work with key stakeholders to develop and organise education and training events
- Represent LFA at trade shows, conferences and training events
- Oversee and maintain LFA online training program through the Learning Management System
- Manage projects within the education and training portfolio
- Provide secretariat support and be the primary liaison for COPD National program clinical networks
- Work closely with the internal team to extend the reach of LFA's COPD education and training program and respond to opportunities in this space
- Contribute to campaigns, programs, projects and resource maintenance and development across COPD National Program
- Provide regular updates and reports to the Executive and CEO
- Supervise and support volunteers and project staff as required

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section. (Specific annual KPIs are identified as part of the Annual Planning process).

Key Areas of Responsibility	Performance Indicators
Project management	<ul style="list-style-type: none">• Successful execution of projects including evaluation component• Successful concurrent management of projects, activities and programs

Key stakeholder and clinical network liaison	<ul style="list-style-type: none"> • Networking and ensuring productive relationships with internal and external stakeholders • Maintenance of relationships and meeting schedule for the clinical advisory committees, by acting as a liaison officer for the various committees • Represent Lung Foundation Australia at trade shows, conferences and training events
Education and Training	<ul style="list-style-type: none"> • Develop and maintain GP, nurse, pharmacy and allied health face to face training calendar and current programs • Develop and maintain LFA online training for professionals and patients • Identify and respond to education and training opportunities and gaps as well as demonstrating a collaborative approach to education solutions and projects • Contribute to the update and development of LFA clinical and patient resources
Planning and Reporting	<ul style="list-style-type: none"> • Contribution to strategic and annual planning cycles • Contribution to KPI data collection • Understanding of health professionals capacity building needs within COPD

SECTION 3

REPORTING RELATIONSHIPS

This is one of several positions reporting to the General Manager, COPD National Program.

EXTERNAL RELATIONSHIPS

The Education and Training Coordinator will be expected to work closely with a range of external organisations to effectively manage the education and training portfolio. The ability to act sensitively with supporters, volunteers, patients and their families is an important part of this role.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place annually with the General Manager, COPD National Program. Performance will be measured across the listed Key Result Areas below. Annual KPIs will be developed each year as part of the organisational annual planning process.

Annual KPIs will reflect:

- Key stakeholder and clinical network liaison - relationship management and maintenance of networks
- Education and Training – successful delivery of training calendar and development of new programs
- Project management – effective project execution and evaluation

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description and accept the offer of employment on the terms and conditions as detailed in this Agreement and the duties as detailed in the Position Description.

Education and Training Coordinator

Date

General Manager, COPD National Program

Date