

## POSITION DESCRIPTION

<b>Position Title:</b>	Education Coordinator
<b>Grading:</b>	Manager 2H
<b>Status:</b>	Part-time (4 days)
<b>Location:</b>	Ashfield
<b>Responsible to:</b>	Education Manager
<b>Responsible for:</b>	Nil

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### **Our Organisation**

*Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.*

*Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.*

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### **Position Overview**

The Education Coordinator will provide educational leadership in the development, coordination, delivery and evaluation of multidisciplinary courses, workshops and seminars for both Family Planning NSW clinical staff and external course participants.

The Education Coordinator will work directly with the Medical Education Officers and Nurse Educators and liaise with the Family Planning NSW Clinical Services, Education Officer Compliance, Educational Designer, clinicians and subject matter experts to achieve this goal.

The Education Coordinator may be required to undertake some weekend and after hours work.

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### **Selection Criteria**

#### ***Essential***

- Tertiary qualifications in adult education or equivalent
- Certificate IV in Training and Assessment
- Extensive experience in the development and delivery of competency based education programs
- Experience in online facilitation
- Dynamic, agile thinker with the ability to drive own workload
- Ability to successfully manage multiple projects
- High level communication skills (written, oral, liaison, negotiation and presentation)
- Demonstrated ability to work as part of a multidisciplinary team
- Flexible and adaptable approach
- Report writing skills
- Computer literacy

#### ***Desirable***

- Knowledge of current reproductive and sexual health issues
  - Experience in online course development using Moodle
  - Project management skills
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### **Values**

- Family Planning NSW is a pro-choice organisation
  - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
  - As an abortion service provider, all FPNSW staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
  - For this role, that means that FPNSW Education Service delivers high quality training in pregnancy options, including medical and surgical abortion
- Must support the Family Planning NSW values:
  - Human rights focus - promoting the rights of all people to reproductive and sexual health
  - Integrity - maintaining a strong ethical base, being accountable and transparent
  - Inclusiveness - valuing and respecting diversity without judgement
  - Equity of access - ensuring access to our services for all including priority populations
  - Client centred - placing the needs of the whole person at the centre of our work
  - Commitment to excellence - ensuring high standards in all our work
  - A just culture – a balanced accountability for both individuals and the organisation

### **Other requirements**

- A Criminal Record Check and/or Working With Children Check is/are required prior to commencement in this role

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### **Key Responsibilities**

- Lead and coordinate the development, delivery and evaluation of high quality reproductive and sexual health education
- Maintain a high standard of education delivery in the programs delivered by Family Planning NSW
- Manage education projects
- Provide direction and mentoring to clinicians, subject matter experts and course administration regarding educational, quality and administrative processes
- Lead the marketing effort to promote Family Planning NSW courses, workshops and seminars
- Lead the implementation of the Continuous Course Improvement Process
- Oversee the management and accreditation of Family Planning NSW courses with RACGP, ACRRM and other accreditation bodies, as applicable

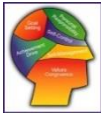



### **Financial and resource management / administration**

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW.

### **Work health and safety**

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

## Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
<b>Personal Attributes</b> 	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	Highly Advanced
	<b>Act with Integrity</b> Be ethical and professional, and adhere to the Family Planning NSW values	Advanced
	<b>Manage Self</b> Show drive and motivation, a measured approach and a commitment to learning	Highly Advanced
	<b>Value Diversity</b> Show respect for diverse backgrounds, experiences and perspectives	Advanced
<b>Relationships</b> 	<b>Communicate Effectively</b> Communicate clearly, actively listen to others and respond with respect	Advanced
	<b>Commit to Customer Service</b> Provide customer centric services in line with organisational objectives	Highly Advanced
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	Highly Advanced
	<b>Influence and Negotiate</b> Gain consensus and commitment from others and resolve issues and conflicts	Advanced
<b>Results</b> 	<b>Deliver Results</b> Achieve results through efficient use of resources and a commitment to quality outcomes	Advanced
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	Advanced
	<b>Demonstrate Accountability</b> Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Advanced
<b>Business Enablers</b> 	<b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	Advanced

### Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

#### Position holder:

Name:

Signature:

Date:

#### Supervisor:

Name:

Signature:

Date: