



Position Description

Veterinary Education/Education Officer

Reports to: Head of Education

Application closing date: **5pm AEDT, Friday 24 February 2023**

Context

The [AVBC](#) acts on behalf of member registration boards of Australia and New Zealand, the Australian Veterinary Association and the New Zealand Veterinary Association. The AVBC and member boards are responsible for ensuring that the public can be confident about the standard of veterinary practice of any veterinarian registered in Australasia.

This new part-time role helps support the AVBC standing committee, the Veterinary Schools Accreditation Advisory Committee (VSAAC). VSAAC advises on all matters relating to the accreditation of veterinary schools including the establishment and maintenance of education standards, the conduct of accreditation visits and monitoring of the performance of Australian and New Zealand veterinary schools' graduates in their early professional career.

The position focuses on assuring the standards of graduate from schools in Australia and New Zealand and through mutual accreditation, the graduate from schools in the United Kingdom, Ireland and South Africa.

Position Purpose

The primary purpose of the role is to provide support to the Executive Director, Education Manager and VSAAC, primarily in relation to AVBC accreditation activities.

The occupant of this role will be able to work both independently and as member of the small AVBC staff team. They will be multi-skilled, proactive and an organised person with an eye for detail. They will have the experience to engage with both internal and external stakeholders and to manage projects supporting the work of VSAAC and the AVBC.

Key responsibilities:

The key responsibilities of the role are to:

Project management

- Assist in the delivery of projects and initiatives related to the implementation of the [new AVBC Accreditation Standards](#) and Day One Competences, including training and documentation
- Facilitate the design, development and implementation of a new AVBC online repository for upload and storage of evidence related to accreditation visits and annual reporting
- Manage and facilitate project team meetings as required
- Contribute to AVBC projects as required

Site visits

- Assist with the organisation, documentation and conduct of accreditation site visits, including follow-up visits, liaison with partner accreditation bodies and invoicing
- Contribute to monitoring and evaluation associated with site visits

Effective support, coordination and administration

- Organise meetings, with both internal and external stakeholders, within agreed timeframes and to a high standard – including preparation of agenda, meeting papers and minutes
- Facilitate the planning, administration, promotion and effective coordination of key events as required, including the 2023 meeting of the International Accreditation Working Group to be held in Melbourne, in July.
- Ensure the maintenance of relevant document management systems and the conduct of research and information analysis in an efficient and timely manner
- Contribute to the delivery of the AVBC Strategic Plan
- Other responsibilities as delegated by the Education Manager and Executive Director

Information management

- Assist in research and information gathering tasks relevant to VSAAC and AVBC
- Assist in research and drafting of papers as required, including VSAAC reports and advice to AVBC Council
- Coordinate the collection of annual monitoring reports from AVBC schools
- Ensure effective and timely management of content on the AVBC website relevant to accreditation and the recognition of qualifications for registration in Australia and New Zealand

Stakeholder engagement

- Liaise with key internal and external stakeholders and help manage their engagement in projects, including administration of honorarium payments
- Escalate issues and recommendations to the AVBC Education Manager and Executive Director as appropriate

Collaboration and teamwork

- Contribute as productive and collaborative colleague, leading, assisting and participating in activities as required of a small staff group
- Represent AVBC effectively, with a high degree of professionalism and integrity

Key relationships:

Internal	<ul style="list-style-type: none">• Executive Director, AVBC• Education Manager, AVBC• AVBC staff• AVBC Council and Committee members
External	<ul style="list-style-type: none">• Veterinarians• University academics and administrators• International partners• Student veterinarians• AVBC stakeholders including Working Groups• Project consultants• Government agencies

Key skills, qualifications and attributes

Essential

- Tertiary qualifications in a relevant field with appropriate experience. Qualifications in education and/or veterinary science will be highly regarded.
- Excellent oral and written communication and interpersonal skills and experience in dealing with a wide range of people
- Highly developed analytical skills and the ability to think strategically
- Demonstrated experience in project management and project delivery
- The ability to quickly build trust and rapport with key stakeholders whilst actively managing expectations
- Demonstrated high level of personal drive and integrity and the ability to maintain confidentiality
- Willingness and ability to operate in a small team environment with limited direct supervision
- Demonstrated self-management and time-management skills, including the ability to prioritise, multi-task and manage deadlines
- Demonstrated proficiency with Microsoft Office, including Word, excel, PowerPoint and Outlook
- Experience using web-based technology, including online meetings/videoconferences and webinars

Desirable

- Understanding of the accreditation/veterinary profession landscape
- Experience with academia or academic administration
- Understanding of member boards and professions
- Experience with online document management systems
- Event management and coordination

Workplace Health and Safety

All AVBC staff are fully vaccinated against COVID-19 and follow standard protocols to keep themselves and each other safe.

Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.
- Time fraction and salary subject to skills and experience