



PROFESSIONAL LEARNING OFFICER

1 x temporary, 12-month part-time appointment (*with contract extension available upon review*)

Job Description

Work Type: Part-time (32hours – 48hours per fortnight) (contract extension available upon review)

Total remuneration Package: \$121,178.20 - \$129,991.16 (pro rata 0.4 FTE-0.6 FTE, including superannuation).

Contact: Tracy Puckeridge (02) 9787 5141 or tracy@achper.com.au

Closing Date: 15th November 2024

Organisation: The Australian Council for Health, Physical Education and Recreation (ACHPER) NSW

The Australian Council for Health, Physical Education and Recreation (ACHPER) is a national professional association representing people who work in the areas of Health Education, Physical Education, Recreation, Sport, Dance, Community Fitness or Movement Sciences. ACHPER NSW is a membership based non-profit organisation, governed by a Volunteer Board comprising professionals from educational and community sectors.

ACHPER is committed to programs and projects that are both commercial and educational. Funds generated from such activities are used for further projects and member services.

ACHPER NSW provides ongoing support and professional development activities for teachers, students, academics and others in Personal Development, Health and Physical Education throughout NSW. This includes currently offering over 60 workshops, K-12 PDHPE Conference, Early Career Teachers Conference, HSC Enrichment Day, Masterclasses and resources to support educators.

The role requires the services of an energetic person, with excellent leadership, communication and professional learning skills to join a vibrant team culture. The Professional Learning Officer will build the capacity of educators, schools and community agencies to support educators to deliver innovative and effective health and physical education programs. Maintaining strong links between the needs of the practicing teacher and evidence-based best practice professional learning to support the delivery of high quality, relevant and accessible professional learning to encourage optimal teacher and student outcomes across PDHPE in NSW & ACT.

The successful candidate will be responsible for the delivery, development and recruitment of ACHPER consultancy services across the education, health and sport sectors. As well as supporting the design, development and implementation of ACHPER NSW Branch's professional learning services and resources.

Key Accountabilities

1. Contribute to the organisation's ongoing critical knowledge and understanding of the values and purpose of PDHPE and the education sectors more broadly.
2. Work with the CEO to ensure the organisation remains current in its understanding and delivery of relevant, accessible and best practice professional learning that is supported by quality resources.
3. Oversee or project manage the development and maintenance of specific professional learning services and resources.
4. Contribute to and support the evaluation, review and analysis of the professional learning services and resources developed by ACHPER NSW Branch.
5. Provide expert advocacy and advice to a variety of relevant stakeholders.
6. Demonstrate how a concept to support teachers' implementation of the syllabus could be broken down and implemented as a workshop or professional learning experience.
7. Lead a small team to deliver high quality outcomes in a collaborative environment.
8. Demonstrate capacity to plan, implement and evaluate innovative professional learning for teachers and school networks.
9. Proven ability to liaise with a range of stakeholders and collaboratively across teams.
10. Capacity to work autonomously within a small team with initiative while being collaborative and willing to contribute beyond your skills set to ensure organisational goals are met.
11. Help with other administrative tasks when necessary.

Experience and qualifications

1. Teaching qualifications and recent experience in implementing curriculum across the K-12 range.
2. Knowledge and understanding of K-12 PDHPE curriculum, HMS Syllabus.
3. Understanding of the professional learning needs of PDHPE teachers K-12 now and into the
4. future.
5. Value other expertise, experience and points of view and listen with an open mind to be able to work collaboratively.
6. Demonstrate the ability to think big picture and be able to break this down, deliver and implement effectively.
7. Being able to effectively and collaboratively work in a team environment.
8. High-level interpersonal, communication and administration skills.
9. High developed project and time management skills and the ability to manage multiple projects at once.
10. Experience in working effectively with a range of internal and external stakeholders.

Application process

Please email your application (maximum 3 pages) outlining your suitability for this role.

Applications close by 15th November 2024. Please also indicate your availability to start.
Email your application to Tracy Puckeridge (CEO, ACHPER NSW) tracy@achper.com.au