

### PROFESSIONAL LEARNING OFFICER

ACHPER QLD is seeking the services of an energetic person, with excellent leadership, communication and professional learning skills to join our team as **Professional Learning Officer**.

#### POSITION SUMMARY

The Professional Learning Officer will support the vision and mission of ACHPER QLD, by contributing to the delivery of the strategic goals as set by the Board. Specifically, the Professional Learning Officer will have responsibility for developing the content of, and supporting the delivery of, all professional learning events.

#### ACCOUNTABILITY

The Professional Learning Officer reports to the Executive Officer.

#### KEY RESPONSIBILITIES

##### Professional Learning Calendar

- Be aware of current and emerging professional learning needs by liaising with HPE professionals, external agencies and other ACHPER Branches
- Assist the Executive Officer and the Board in the development of the annual professional learning calendar

##### Develop Content

- Lead the design of content for professional learning events
- Source presenters to deliver content as appropriate
- Work with Executive Officer and the Board in the development of professional learning programs/schedules for conferences

##### Delivery

- Attend all face to face professional learning events
- Host, introduce presenters and manage technology of webinars and other online events
- Liaise with all presenters to ensure their delivery needs are met before, during and after events

##### General

- Contribute to discussions in HPE Community
- Review Tip of the Week to ensure suitability for Qld education needs

The Professional Learning Officer shall have skills/attributes in the following areas:

- Relevant tertiary qualifications in education
- Extensive experience in school education, with recent experience in HPE
- Thorough understanding of curriculum and content knowledge in HPE
- The ability to work independently, be flexible and demonstrate initiative
- Excellent written, verbal and interpersonal communication skills
- A genuine desire to engage with the broader community of HPE practitioners
- An ability to work across primary and secondary years would be advantageous

Note: Employment will be on a casual or contract basis for 10 hours per week during term time (40 weeks per year) and remunerated at \$55 per hour + superannuation. **For more information contact Bronwyn Marshall before 27**

**November:** [executiveofficer@achperqld.org.au](mailto:executiveofficer@achperqld.org.au) or via 0423 194 127