

Professional Development Officer - Position Description	
Job/Role Title	Professional Development Officer
Location	The role will be primarily based at TSANZ Offices with flexible 'work from home' options available.
Reports to	Manager, Professional Development and Clinical Quality
Reports	None
Classification and FTE	Full-time (1 FTE) and ongoing
About Us	
<p>The Thoracic Society of Australia and New Zealand Ltd (TSANZ) is a health promotion charity and the only Peak Body in Australia and New Zealand that represents all health and research professionals working in all fields of respiratory health and has a membership base of over 1800 individuals.</p> <p>The TSANZ is a leading provider of evidence-based guidelines for the treatment of respiratory conditions in Australia and New Zealand, undertakes professional education and training, is responsible for significant research administration, and coordinates an accredited respiratory laboratory program.</p> <p>Our Purpose</p> <p>As the leaders in lung health, we promote the:</p> <ul style="list-style-type: none"> • Highest quality and standards of patient care • Development and application of knowledge about respiratory health and disease • Highest quality air standards including a tobacco smoke free society, effective regulation of novel nicotine delivery systems and reductions in air pollution exposure • Collaboration between all national organisations whose objects are to improve the wellbeing of individuals affected by respiratory conditions and to promote better lung health for the community • Professional and collegiate needs of the Membership. <p>Our Mission</p> <p>We lead, support and enable all health workers and researchers to prevent, cure and relieve the burden, disability and mortality caused by respiratory conditions.</p>	

Primary Purpose of the Position

This position is primarily responsible for ensuring the successful end-to-end coordination of TSANZ's continuing education and professional development activities, and delivery of relevant educational opportunities for members including virtual webinars and courses, face-to-face courses, TSANZ Competency Program, the Education and Training Sub-Committee and any related projects.

The role will help [TSANZ achieve its Strategic objectives](#) by focusing on TSANZ's Strategic goals as they relate to:

- 1. Strategic Program 1 - Meeting our Member's Needs**, including:
 - 1) Members feel welcomed, valued and actively contribute to a vibrant community of respiratory health and research professionals.
- 2. Strategic Program 2 – Continuing Education and Workforce Development**
 - 2.1) We will provide our members with robust, independent education, networking and professional development offers that are built on sound evidence-based principles to ensure that patients receive the very best of care. Our Education and Professional Development Program will be recognised as impactful, relevant and driving best practice. It will be responsive to the needs of respiratory health and research professionals who are working in a rapidly evolving environment.
 - 2.2) We will actively review the needs of the respiratory health and research workforce and advocate, in partnership with patient bodies, for workforce capacity and capability development to ensure all Australians and New Zealanders are able to access respiratory healthcare.
- 3. Strategic Program 6 - Sound Governance and Financial Sustainability**, including:
 - 6.1) The TSANZ operates with good governance and a focus on financial and environmental sustainability, risk management and legislative compliance.

Key Accountabilities

Coordination of TSANZ Continuing Education and Professional Development Activities

Delivery and support of relevant educational opportunities

- Coordination of virtual and face-to-face educational activities across Australia & New Zealand by:
 - Overseeing the development, delivery and participant feedback of face to face and/or virtual peer reviewed, evidence-based, and contemporary course content with key stakeholders
 - Assisting in the development of course/webinar budgets
 - Managing all course marketing materials and registrations
 - Engaging with sponsors where required
 - Following good governance and best practice structures in line with TSANZ governance requirements
 - Ensuring that diversity and inclusion principles are maintained across all activities
- Act as the primary point of contact for all education-related member enquiries
- Reviewing of professional development materials and liaising with Subject Matter Experts as part of the review process
- Work with TSANZ Leadership to:
 - Develop yearly education activity programme
 - Review, develop and implement effective and efficient administrative procedures for educational opportunities

TSANZ Competency Programmes

- Responsibility for ongoing management of all applications including:
 - Review all incoming applications against relevant competency guidelines
 - Finalise approvals of applications and provide relevant administrative support
 - Responsibility to maintain up-to-date records of all incoming and historical applications
- Liaise with relevant Special Interest Group Convenors where necessary
- Ensure that programs are supported by robust platforms and related infrastructure

Committee Support

- Provide secretariat support (organising meetings, preparing agenda, writing minutes, following up actions items, collating and distributing meeting papers) for Board subcommittees and other TSANZ officeholders as directed.

Other

- Manage educational projects relating to TSANZ Strategic Plan as required
- Undertake other duties in accordance with key accountabilities and scope of the position to meet the needs of the TSANZ membership.

Selection Criteria

Education/Qualifications	<ul style="list-style-type: none"> ○ Tertiary qualifications in health, education, communications (or similar), or relevant experience in a similar role.
Skills, Knowledge and Experience	<ul style="list-style-type: none"> ○ Demonstrated ability to successfully manage projects and deliver successful and timely outcomes within budget. Along with the ability to monitor for continuous improvement and reporting. ○ Demonstrated ability for extensive stakeholder engagement, both internal and external contacts. ○ Demonstrated ability to manage stakeholder relationships and work collaboratively to achieve joint objectives. ○ High-level written and verbal communication skills. ○ Exceptional organisational, planning, and multi-tasking skills along with the ability to coordinate competing priorities. ○ Experience in providing secretariat support to Executive Committees ○ Highly proficient in the use of MS Office Suite and experience in managing a variety of video-conferencing and educational delivery software. ○ Knowledge of adult learning education

Attributes	<ul style="list-style-type: none"> ○ Ability to handle sensitive and confidential information. ○ High level of attention to detail and accuracy with a proactive approach to minimise errors. ○ Creative and innovative. ○ Demonstrates enthusiasm and a “can-do” approach ○ Modelling a strong work ethic by taking an inclusive, flexible and solutions focused approach, inviting collaboration and fostering internal and external relationships. ○ Ability to foster a culture of teamwork, co-operation and assistance. ○ A demonstrable commitment to contributing to the achievement of TSANZ’s strategic objectives and mission. ○ Flexible and adaptable with the ability to accommodate shifting priorities.
Other	<ul style="list-style-type: none"> ○ A national police check will be required. ○ All employees of TSANZ must be permanent residents of Australia or hold a valid employment visa. ○ Capacity to work out of usual office hours and travel as required. ○ Attend meetings, professional development, conferences and seminars as required. ○ Represent TSANZ at external meetings as required, including TSANZ ASM.

Certification	
<p>I am satisfied that this position description accurately describes the requirements of the position.</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Graham Hall, TSANZ CEO Signature and Date</p>	
<p>I have read this document and agree to undertake the duties and responsibilities listed herein.</p> <p>I understand that I may be required to undertake additional duties and responsibilities and/or that my duties and responsibilities, reporting line or job title may reasonably change from time to time in accordance with organisational requirements.</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Employee Name Signature and Date</p>	