

Education Administration Manager

The Royal Australian and New Zealand College of Ophthalmologists (RANZCO) is the only college accredited to train ophthalmologists for Australia and New Zealand. We are a membership organisation, and a not-for-profit, with a focus on lifelong education and standard setting. RANZCO is centrally located in Surry Hills with a staff complement of 36 staff.

This role is for a **12-month contract; 1.0 FTE**.

The role will assist management of assessment and examination activities for RANZCO's Vocational Training Program (VTP).

Responsibilities will include:

- Manage RANZCO WBA processes to ensure smooth delivery and compliance of trainees and assessors (Term Supervisors; Clinical Tutors).
- Manage and deliver RANZCO examinations, including management of trainee non-compliance with examination requirements.
- Operationalize, administer, and provide customer support for digital systems, platforms and processes including:
 - Online work-based assessments (WBAs)
 - Online surgical logbook (ReD)
 - Online management, development, and delivery of examinations.
- Operationalize the transition to RANZCO's programmatic assessment system, introduced from 2023.

Experience:

The Education team is looking to recruit a person with a degree in Education, IT or Business and/or relevant demonstrated workplace experience.

The ideal candidate will have experience delivering assessments, examinations and/or other educational projects. Experience automating processes and operationalizing, administering, and providing support for digital systems, platforms, and processes, particularly for education institutions, would be highly regarded.

Further Details:

This role is located in Surry Hills, Sydney, located conveniently opposite Central Station. The College has a fully flexible/hybrid work practice with staff working remotely from home (supplied with suitable technology) and attending the office one to two days per week for team and other collaborative activities.

RANZCO is an equal opportunity employer with a candidate selection policy that encourages diversity and inclusion. Aboriginal or Torres Strait Islander people with suitable qualifications and experience are strongly encouraged to apply.

RANZCO is a full health charity with associated salary packaging benefits as well as other progressive staff entitlements and a flexible work policy.

Please read the attached Position Description (PD) before applying for the role. A CV and Cover Letter addressing the PD are required.

Applications close Thursday 20 October 2022 at 5.00pm AEST.

If you require further information, please contact: Senior Manager, Assessments & Examinations on 02 8394 5227, or bgraham@ranzco.edu

Job Description

Job Title:	Education Administration Manager (12-month Contract; 1.0 FTE)
Department	Education and Training
Location	Surry Hills, NSW
Reports To	Senior Manager Assessments and Examinations
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> Fellows, Trainees, and RANZCO Education & Training staff members. <p>External:</p> <ul style="list-style-type: none"> Training sites in designated training networks, relevant stakeholders.
Job Purpose	<ul style="list-style-type: none"> To assist management of assessment and examination activities for RANZCO's Vocational Training Program (VTP).
Key Responsibilities & Accountabilities	<ul style="list-style-type: none"> Manage RANZCO WBA processes to ensure smooth delivery and compliance of trainees and assessors (Term Supervisors; Clinical Tutors). Manage and deliver RANZCO examinations, including management of trainee non-compliance with examination requirements. Operationalize, administer, and provide customer support for digital systems, platforms and processes including: <ul style="list-style-type: none"> Online work-based assessments (WBAs) Online surgical logbook (ReD) Online management, development, and delivery of examinations. Operationalize the transition to RANZCO's programmatic assessment system, introduced from 2023. Provide expert administrative support for assessment and examination committees (prepare briefings and meeting agendas, attend meetings to take minutes and provide advice on RANZCO's policies). Advise the Learning Delivery Team when trainees require support on the Trainee Performance Support Pathway. Maintain policy and procedures for all areas of responsibility. Provide high-level customer support to all members and ensure key messages are delivered in a timely, impactful manner. Perform other relevant tasks and projects as directed by the Senior Manager Assessments and Examinations.
Measures of Performance	<ul style="list-style-type: none"> Fulfilment of key responsibilities as outlined in this job description and agreed with the Senior Manager Assessments and Examinations, including: <ul style="list-style-type: none"> Effective delivery of assessments and examinations. Effective working relationships with all stakeholders. Effective support for development, implementation, and delivery of changes to assessments, examinations, digital systems, policies, and procedures.

<p style="text-align: center;">Individual Capabilities</p>	<ul style="list-style-type: none"> • High level negotiation and influencing capabilities. • High level communication capabilities (writing, speaking, and listening). • High level expertise gathering, analyzing, synthesizing, identifying, and addressing the implications of information. • High level capability to prioritize work to meet critical deadlines and longer-term goals. • High level capabilities to learn, adapt, and perform effectively in a continually changing environment. • High level capability to adjust plans and activities to address challenges and manage change. • Ability and willingness to adjust priorities when appropriate to support colleagues to achieve organizational goals. • Ability to manage and collaborate effectively with all stakeholders. • Strong sense of accountability; attention to detail; pro-active problem-solving ability; maintains confidentiality. • Senior administration experience supporting the implementation of significant educational change and delivery of complex educational processes.
<p style="text-align: center;">Qualifications & Experience Required</p>	<ul style="list-style-type: none"> • Degree in Education, IT or Business and/or relevant demonstrated workplace experience. <p>Demonstrated experience:</p> <ul style="list-style-type: none"> • Delivering assessments, examinations and/or other educational projects (highly desirable). • Automating processes. • Operationalizing, administering, and providing support for digital systems, platforms, and processes, particularly for education institutions. • Ability to provide expert advice and administrative support to office holders, including working with committees and staff. • Delivering outcomes and influencing change through effective communication, negotiating, and influencing. • Supporting the operationalization, implementation, and delivery of educational change. • Developing effective working relationships with all stakeholders. • Prioritizing and delivering outcomes under pressure. • Working effectively with minimal supervision, both independently and as part of a team. • Using advanced functions of Microsoft Office (Word, Excel, PowerPoint) • Using and administering digital systems and platforms including Learning Management Systems, Customer Relationship Management (CRM) systems and records, and information systems. • The ability to learn new software. • Willingness to travel interstate and to New Zealand with advance notice, if required.