

## Job Description

Job Title:	<b>Senior Education Project and Administration Manager – 15 Month Contract – 19 Hours a Week</b>
Department	Education and Training
Location	Surry Hills, NSW
Reports To	Head of Education
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> <li>Fellows, Trainees, and RANZCO Education &amp; Training staff members.</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>Representatives of other organizations including members and staff of other medical colleges and government and regulatory bodies.</li> </ul>
Job Purpose	<ul style="list-style-type: none"> <li>To provide high level project and administration support to the Head of Education.</li> </ul>
Key Responsibilities & Accountabilities	<ul style="list-style-type: none"> <li>With the Head of Education, undertake project and administration management activities including planning, implementing, monitoring and reporting against planned strategic, operational and project outcomes.</li> <li>Analyse and interpret information to prepare high-quality written reports, briefs, correspondence and other documents for the Head of Education, committees and expert groups.</li> <li>Provide secretariat support for committees and expert groups.</li> <li>Other duties as required and directed by the Head of Education.</li> </ul>
Measures of Performance	<ul style="list-style-type: none"> <li>Fulfilment of key responsibilities as outlined in this job description and agreed with the Head of Education, including: <ul style="list-style-type: none"> <li>Effective support for development, implementation, and delivery of education projects and administration.</li> <li>Effective working relationships with all stakeholders.</li> </ul> </li> </ul>
Individual Capabilities	<ul style="list-style-type: none"> <li>Senior project and administration management experience to support the planning, design and implementation of significant educational change and delivery of complex educational processes.</li> <li>High level negotiation and influencing capabilities.</li> <li>High level communication capabilities (writing, speaking, and listening).</li> <li>High level expertise gathering, analyzing, synthesizing, identifying, and addressing the implications of information.</li> <li>High level capability to prioritize work to meet critical deadlines and longer-term goals.</li> <li>High level capabilities to learn, adapt, and perform effectively in a continually changing environment.</li> <li>High level capability to adjust plans and activities to address challenges and manage change.</li> <li>Ability and willingness to adjust priorities when appropriate to support colleagues to achieve organizational goals.</li> <li>Ability to manage and collaborate effectively with all stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong sense of accountability; attention to detail; pro-active problem-solving ability; maintains confidentiality.</li> </ul>
<p>Qualifications &amp; Experience Required</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Degree in Education and/or relevant demonstrated workplace experience.</li> <li>• Project management qualification and/or relevant demonstrated workplace experience.</li> </ul> <p>Demonstrated experience:</p> <ul style="list-style-type: none"> <li>• Managing projects and administration in complex, sensitive environments.</li> <li>• Ability to provide expert advice and administrative support to senior staff and office holders, including working with committees and staff.</li> <li>• Delivering outcomes and influencing change through effective communication, negotiating, and influencing.</li> <li>• Supporting the operationalization, implementation, and delivery of educational change.</li> <li>• Developing effective working relationships with all stakeholders.</li> <li>• Prioritizing and delivering outcomes under pressure.</li> <li>• Working effectively with minimal supervision, both independently and as part of a team.</li> <li>• Using advanced functions of Microsoft Office (Word, Excel, PowerPoint).</li> <li>• Using and administering digital systems and platforms including Project Management Systems, Learning Management Systems, Customer Relationship Management (CRM) systems and records, and information systems.</li> <li>• The ability to learn new software.</li> <li>• Willingness to travel interstate with advance notice, if required.</li> </ul>