

## ACECQA Position Description

<b>Position Title</b>	<b>Training &amp; LMS Coordinator</b>	<b>Reports to</b>	Manager Program Delivery
<b>Group</b>	Educational Leadership	<b>Team</b>	Queensland Supporting Regulatory Quality and Consistency Program
<b>Classification</b>	Band 4	<b>Direct reports</b>	Nil
<b>Hours / FTE</b>	38 hours per week ( <i>FT</i> )	<b>PD ID No:</b>	P00105
<b>Purpose of the Role</b>			
<p>The <b>Training &amp; LMS Coordinator</b> will be responsible for the day-to-day operations of the Queensland AO Professional Development Program, including administration, travel and venue organization, engagement, logistics, and reporting.</p>			
<b>About the Educational Leadership group</b>			
<p>The <b>Educational Leadership</b> group leads ACECQA's national activities relating to promoting and recognising quality educational programs, practices and policies and supporting the sector and authorised officers to build a shared understanding of and commitment to implementing the National Quality Framework (NQF) and continual quality improvement.</p> <p>Led by the National Education Leader (NEL), the group comprises three teams with the following major functions:</p> <ul style="list-style-type: none"> <li>• Working collaboratively with regulatory authorities and peak organisations to develop and deliver presentations, workshops, articles, training, guidance materials and resources to build a shared understanding of the requirements and expectations of the National Quality Framework (NQF) for authorised officers, educators, approved providers and interested others.</li> <li>• Assessing and promoting excellence in the delivery of education and care services and supporting continual quality improvement.</li> <li>• Providing advice on quality programs, practices and policies in education and care services and contributing to national reform processes.</li> </ul>			
<b>About the Queensland Supporting Regulatory Quality and Consistency Program</b>			
<p>The Queensland Department of Education has contracted ACECQA to develop and implement a program that will provide structured, competency-based training and assessment to support the effective delivery of regulatory functions. The program will provide structured support for staff at all levels of proficiency, delivered through a combination of online, face-to-face and other modes.</p> <p>The objectives of the program are to:</p> <ul style="list-style-type: none"> <li>• Support the professional development of Queensland regulatory staff in all roles and at all levels of proficiency;</li> </ul>			

- Provide a comprehensive, structured, multi-platform suite of training materials that support the delivery of all core regulatory functions and that respond to different staff learning styles;
- Ensure that professional development is supported by systems for practice-based assessment of learning;
- Provide opportunities and resources for both group and individual learning;
- Provide an objective system for assessing regulatory officer capability for the purposes of Authorisation under the National Law.

### **Key Duties**

- Support the Project Lead, Project Manager and team members to effectively achieve the program objectives.
- Establish and maintain systems to support the effective implementation of the program (including tracking expenditure; reconciling credit cards; printing resources; organising venues, catering and equipment for workshops, planning and booking travel and accommodation; calendar management; etc).
- Coordinate reporting processes for the program to ensure that internal and external stakeholders are kept informed about the program's activities and progress.
- Undertake the administrative tasks related to facilitating access to the LMS portal for Queensland Government officers and liaise with the team to address emerging issues.
- Other duties as directed.

### **Selection Criteria**

1. Highly developed organisational skills.
2. Demonstrated experience coordinating programs, (preferably coordinating training programs and/or administering learning management systems)
3. Proven reliability to meet deadlines and commitments; with the capability to set realistic goals; solve problems; establish work priorities; coordinate timely, accurate and comprehensive reporting.
4. Capability to communicate clearly and effectively with people at all levels within an organisation and with external stakeholders.
5. Capability to use a range of technologies and learn new systems quickly and efficiently.