



AUSTRALIAN COLLEGE OF NURSING

POSITION DESCRIPTION

JOB TITLE	Educator
REPORTING TO	Manager, Education Development
DIVISION	Education
LOCATION	Sydney
JOB PURPOSE	To develop, implement, manage and evaluate ACN Education Development Programs and facilitate learning across a variety of programs offered by ACN.
ROLE REQUIREMENTS AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Plan, program, coordinate, evaluate and report on courses and programs and develop and submit proposals where appropriate • Collaborate with program consultants to ensure that course content reflects current nursing practice and health environment • Manage the learning environment and facilitate learning within own specialty and other areas as appropriate • Participate in the development, implementation and evaluation of education resources and programs • Develop and review course outlines, objectives, materials and evaluation methods and procedures in consultation with Education Development Team • Provide educational consultancy/advisory service to Course Curriculum Committees, members of ACN and/or institutions as required • Maintenance of course records in accordance with the policies and procedures of the Education Development Division • Participate in organisational planning committees and workshops as required • Participate in Academic Governance Subcommittees • Willingness to undertake travel for work purposes if required. • Other duties allocated in accordance with the employee's range of skills, competence, training and experience or as part of a training/development plan. <p>Compliance</p> <ul style="list-style-type: none"> • Comply with all ACN policies, procedures and relevant legislation. • Maintain a contemporary knowledge of and actively practice principles of Work Health and Safety and Equal Employment Opportunity. • Demonstrate a commitment to the principles of risk management and customer focus. • Act within the confines of legal, ethical and moral boundaries.

FINANCIAL DIMENSIONS	As per the Delegations Manual
PERSONNEL SUPERVISED	Nil
SELECTION CRITERIA	<ul style="list-style-type: none"> • Registered Nurse (Division 1) with the NMBA with a minimum of five years post graduate experience • A Graduate Diploma/Masters in an area deemed relevant by ACN or working towards same. • Current Certificate IV TAE Training and Assessment • Any specialty qualification that is relevant to the role • Demonstrated knowledge and experience in teaching, educational planning, programming and evaluation • Demonstrated high-level computer skills and proficiency in the use of Microsoft Office software. • Proven ability and willingness to work collaboratively with a diverse group of internal and external customers. • Demonstrated high-level written and verbal communication skills. • Proven well-developed interpersonal, problem solving and time management skills. • Experience working in drug and alcohol related environment (Desirable) • Demonstrated ability to multi-task in a high volume and deadline driven environment whilst maintaining a high standard of work.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • High level of professionalism and presentation standards. • Willingness to align with ACN organisational values and ways of working and being. • Strong desire to be part of a high performing team and contribute to values based leadership and a positive learning organisational culture. • Actively participates in ongoing professional development to maintain and improve knowledge and skills relevant to role. • Shows initiative in the areas of research, scholarly works and publications. • Show initiative, flexibility, adaptability, resilience and organisational skills with a “can do” attitude. • Ability to adapt to change and a capacity to give and receive feedback. • Ability to engage stakeholders and represent ACN in a positive and professional manner. • Outcomes focused and capable of exercising good judgement.

PURPOSE BASED INDICATORS	<ul style="list-style-type: none"> • Provide tutoring to a minimum of 50 students per academic term under your responsibility as a course coordinator. • Marking of student assessments consistent with curriculum requirements • Ensuring all subjects/units of competency are current based on student, industry and organisational feedback at the completion of each subject/unit of competency • Delivers at least six (6) face to face teaching sessions per year as a component of a course and six (6) face to face CPD programs per year • Meet research and scholarship outcomes as indicated in the ACN academic calendar. • Undertake regular relevant professional development independently and in arrangement with ACN.
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I acknowledge receipt of this position description and have reviewed the contents.

Signature _____

Date _____