

The Operating Environment	
<b>ACHPER Victoria</b>	<p>The mission of ACHPER Victoria is to enhance, support and advocate for highest quality health and physical education (HPE) in Victoria through effective engagement with teachers, schools, and communities.</p> <p>ACHPER Victoria prides itself on the delivery of high quality, relevant, and accessible professional learning to encourage optimal teacher and student outcomes in health and physical education.</p> <p>ACHPER Victoria has recently expanded to increase its evidence-based, informed approaches to the provision of consulting services to government and industry organisations.</p>
<b>ACHPER Victoria culture</b>	ACHPER Victoria values integrity, respect, excellence, and inclusivity, and strives to create an environment of collaboration and safety so all staff can fully belong, perform with excellence, and seek innovation and improvement.
<b>Team Overview</b>	<p>ACHPER Victoria's organisation structure has three key pillars:</p> <ol style="list-style-type: none"> <li>1. Products and services</li> <li>2. Consulting</li> <li>3. Business support</li> </ol> <p>The purpose of the products and services pillar is to lead, develop and grow ACHPER Victoria as the leaders in professional learning to build capacity in teachers for optimal student outcomes in HPE.</p> <p>The role of Professional Learning Coordinator reports to the General Manager and falls within the Products and Services pillar, along with the Events &amp; Conferences (EC) and Marketing &amp; Communications (MC) teams</p>
<b>Position purpose</b>	The overall purpose of the position is to contribute to the implementation of an evidence based Professional Learning Program (PLP) which meets current and emerging professional learning needs of the target audience.

Position Description	
<b>Position Title</b>	Professional Learning Coordinator
<b>Type of Employment</b>	Full Time, 12 month contract to cover parental leave vacancy
<b>Location</b>	<p>Role allows for combination of office and home-based work.</p> <p>ACHPER Victoria's office is located at La Trobe Sports Stadium, La Trobe University, Bundoora.</p>
<b>Reporting line for position</b>	Position reports to General Manager
<b>Positions reporting to this role</b>	Professional Learning Officer – VCE Resources
<b>Salary range for the role</b>	\$81,000 - \$85,000 plus Superannuation.
<b>Who this role is for</b>	<p>ACHPER Victoria is actively creating a consumer focused, quality framework for professional learning programs with a Health and Physical Education (HPE) focus.</p> <p>The role is ideal for someone with Secondary (7-10 and VCE) HPE experience in school or academia who wishes to create quality professional learning programs and resources to support teacher capacity in this area.</p>

	<p>You will be proactive, strategic and collaborative in your approach and have experience working within a quality framework with a focus on continuous improvement.</p> <p>ACHPER Victoria is actively implementing a growth strategy which may allow for the role to develop further in coming years.</p>
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Key Accountabilities	
<b>Professional Learning team – broader accountabilities of the role</b>	<ul style="list-style-type: none"> <li>• Contribute to the implementation of an evidence based Professional Learning Program (PLP) which meets current and emerging professional learning needs of the target audience</li> <li>• Oversee and / or implement the development and maintenance of professional learning services and resources</li> <li>• Contribute to innovation (<i>“the process of translating an idea into a reality that creates value”</i>) in the design, production, and delivery of professional learning resources.</li> <li>• Ensure multi-modal, best practice delivery of resources and support</li> <li>• Contributing to the organisation’s ongoing knowledge and understanding of the values and purposes of health and physical education and advocate on behalf of HPE and the profession amongst our stakeholder community.</li> <li>• Maintain professional networks and connections in the HPE and education stakeholder area.</li> <li>• Contribute to and support the evaluation, review and analysis of the PLP.</li> </ul>
<b>Role specialisation</b>	<ul style="list-style-type: none"> <li>• Drive the strategic growth of professional support for Secondary (7-10) &amp; VCE teachers.</li> <li>• Support a small team working within the VCE resources portfolio to reach goals and develop professional capacity.</li> <li>• Support and develop a network of independent consultants who contribute to the outputs of the VCE portfolio (i.e. trial exam and sample SAC writers and reviewers)</li> </ul>

Skills and Experience	
<b>Qualifications - required</b>	
<ul style="list-style-type: none"> <li>• Tertiary qualifications in education.</li> <li>• Recent experience (within the last 2 years) teaching Secondary (7 - 10) Health and Physical Education and / or VCE Physical Education, Health and Human Development and / or Outdoor and Environmental Studies including demonstration of key knowledge and key skills.</li> <li>• Recent experience in the development or design of educational resources to support building the capacity of teachers</li> </ul>	
<b>Experience desirable</b>	
<ul style="list-style-type: none"> <li>• Recent experience in school-based assessment development, including assessment and moderation process.</li> <li>• Recent experience with external assessment development for example, exam development and processes such as exam assessment with key stakeholders such as the VCAA and / or commercial providers.</li> <li>• Recent experience (within the last 2 years) of implementing and supporting the Personal, Social and Community Health strand of the Victorian Curriculum: HPE.</li> <li>• Commitment to the ACHPER Victoria vision, mission, and organisational culture.</li> </ul>	

### Application Process

To apply for this position, please send a cover letter (no more than 3 pages) outlining your suitability for the role and motivation for applying plus your Resume via email **directly** to the Chief Executive Officer, Hilary Shelton on email: [hilary.shelton@achper.vic.edu.au](mailto:hilary.shelton@achper.vic.edu.au).

Applications close **Sunday 12 December 2021 at 11.59PM**. Applications will be reviewed on submission in the hope of holding interviews prior to the end of term 4, 2021.

Queries or clarification about the position are welcome. Please contact Hilary Shelton on [0418 966 086](tel:0418966086) for a confidential discussion.

*N.B. We require all applicants to undergo background checks and screening prior to or during any appointment. ACHPER Victoria's Child Safe Statement of Commitment can be found at [achper.vic.edu.au/achper/about/policies-and-position-statements/policies/public/about/Child-Safe-Statement-of-Commitment.aspx](http://achper.vic.edu.au/achper/about/policies-and-position-statements/policies/public/about/Child-Safe-Statement-of-Commitment.aspx)*