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## POSITION DESCRIPTION

# Education Officer

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|----------------------------|-------------------------|
| Position Level             | 7                       |
| Faculty/Division           | 00097493                |
| Position Number            | ADMIN ONLY              |
| Original document creation | 24 /09/ 2021 ADMIN ONLY |

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### Position Summary

The **Education officer** plays a key role within SPHERE Cancer CAG by supporting the development and implementation of the NSW Cancer Research Education Strategy and research capacity building initiatives of the SPHERE Cancer CAG.

The role oversees the SPHERE Cancer CAG Education strategy and develops quality online and in person learning activities, workshops, seminars, and programs in collaboration with Cancer CAG leaders and the NSW Cancer Research Education Strategy.

The role reports to SPHERE Cancer CAG Program Manager, supporting the SPHERE Cancer CAG Director and Leads and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Develop and monitor the delivery of projects and initiatives of the Education Strategy to achieve operational and strategic goals.
- Work collaboratively with the Cancer CAG and other stakeholders to lead the development of the NSW Cancer Research Education Strategy and Cancer CAG Education Strategy, providing advice on best practice and activities.
- Provide a high level of proactive project support to the team and stakeholders.
- Implement the SPHERE Cancer CAG Education Strategy in collaboration with the Cancer CAG Program Manager.
- Develop and monitor the delivery of initiatives to achieve operational and strategic goals.

- Develop and manage effective communications with key stakeholders, both internal and external to the project.
- Develop quality online and in person learning activities, workshops, seminars, and programs in collaboration with Cancer CAG leaders.
- Develop mechanisms to ensure evaluation of the education strategy and report outcomes to the funding body.
- Plan and deliver all Cancer CAG Educational initiatives in collaboration with Cancer CAG leaders.
- Contribute to the development of a state-wide education platform in collaboration with key stakeholders.
- Curate and maintain the state-wide education platform in collaboration with key stakeholders.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

### **Skills and Experience**

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
- Demonstrated experience implementing a strategy within a complex network.
- Sound leadership skills with ability to develop, motivate and lead a team to achieve objectives.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated experience in delivering a range of online and in person events to diverse stakeholders.
- Experience working with a range of computer systems and applications, including campaign monitor, backend of websites and Eventbrite.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.