

Position description

The Australian Diabetes Educators Association (ADEA) is the national peak body representing health care professionals in diabetes education, management and care. We are also the regulatory body for Credentialed Diabetes Educators (CDEs).

Position details

Position Title:	Continuing Professional Development (CPD) Officer
Classification	Part-time 30 hours per week, short-term contract, 6 months with possibility of extension
Key Objective	To co-ordinate education, eLearning, endorsement, course accreditation and maintenance for ADEA and members, thereby meeting the terms of the ADEA strategic plan.

Scope of this position

Work closely with the Professional Services and Education Manager to identify and meet the educational needs of members. This position will be responsible for managing and developing diabetes education and management related eLearning resources, facilitating the endorsement of external educational activities, facilitate the accreditation of post graduate diabetes education courses delivered at a number of universities and support other educational activities.

Key Responsibilities

- Organise a schedule of eLearning activities including update of current programs
- Update and maintain the ADEA website and Moodle platform with new/available eLearning training programs
- Content development of educational programs
- Liaise with participants regarding course information and programs
- Liaise with the Endorsement Committee and Course Accreditation and Standards of Practice (CASP) Committee to assist in facilitation of these programs
- Prepare evaluation and activity reports
- Pre-assessment of course accreditation and endorsement applications
- Development and coordination of eLearning projects

- Work closely with staff to ensure new eLearning developments are planned and integrated
- Troubleshooting user access and providing assistance to content providers
- Promote new and current educational programs to ADEA members and other health professionals where applicable
- Answer any education and eLearning enquiries via phone and email in a timely manner

Individual knowledge and skills of the position

- Experience, or interest in developing skills in managing online education content relating to diabetes management and education
- Experience, or interest in developing skills using a website database
- Excellent verbal and written communication skills
- High level of interpersonal skills, ability to develop constructive relationships with a diverse range of stakeholders in an ethical manner
- Demonstrated attention to detail
- Demonstrated ability to develop and maintain electronic filing systems
- Project management and time management skills
- Strong trouble shooting skills

Desirable skills

- Experience collating data and report writing