



Executive Officer Position Description

The Geography Teachers' Association of NSW & ACT (GTA NSW & ACT) is an incorporated not-for-profit, professional teacher association for New South Wales and Australian Capital Territory teachers.

Our mission is to achieve excellence in geographical education in NSW & ACT by providing leadership to advance quality teaching and learning. The GTA NSW & ACT is an industry leader in providing support for teachers and students in NSW and ACT, including teacher professional learning programs and support, student programs, an annual conference, textbook and journal publishing and resource development.

Key Selection Criteria

General expectations

As a representative of the Association, you will

- Work to ensure strengthened alignment with the objectives of the Association
- Promote the Association's commitment to its members
- Work constructively and collaboratively with Councillors and Association members
- Communicate collaboratively and effectively
- Be self-motivated and use initiative to solve problems
- Maintain confidentiality
- Adhere to all aspects of the terms of your engagement

Skills and Experience

- Ability to organise events through effective collaboration, planning and scheduling
- Effective organisation and time management skills and capacity to deliver required outcomes within set timelines
- Ability to identify and resolve problems in a collaborative and timely manner
- Capacity to liaise, develop and maintain positive partnerships with key stakeholders
- Ability to facilitate the provision of strategic advice to support programs and to develop and expand resources
- Demonstrated high-level conceptual, analytical and writing skills
- Highly developed communication and interpersonal skills, including a high level of digital literacy
- Knowledge of Geography teaching pedagogy and curriculum design would be highly regarded

Personal Attributes

- Displays a warm, welcoming and empathetic manner
- Presents a professional and positive demeanour
- Displays enthusiasm and commitment and be highly motivated to contribute to the work of the Association
- Possesses a strong work ethic
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail

Role Profile

The role of the Executive Officer is to manage the GTA NSW & ACT's varied programs, projects and initiatives with a key focus on teacher professional learning.

Key Responsibilities

- Demonstrate a commitment to the objectives of the Association
- Foster supportive and positive professional relationships within and external to the Association
- Demonstrate capacity to proactively support the needs of the Council and Officers with the governance and management of the Association
- Contribute to the effective and efficient running of the Association
- Demonstrate positive and cohesive working relationships with councillors and members
- Participate in professional learning, both internal and external to ensure your practice is continually growing and developing

Specific Duties

The role will work in collaboration with the GTA NSW & ACT Executive and Committee to:

- Initiate, develop, promote, manage and evaluate the Association's professional learning activities, including the GTA NSW & ACT annual conferences. The professional learning activities of the organisation are to specifically cater to the needs of all Association members and their anticipated future needs.
- Manage and organise the Association's program of seminars and lectures and activity programs for Geography students.
- Liaise with educational authorities, organisations and members of the wider community to facilitate GTA NSW & ACT input into current and new curriculum initiatives and generally to promote the teaching and learning of Geography.
- Manage and contribute content for the GTA NSW & ACT's website and ensure currency of the website content at all times.
- Prepare content for the Association's newsletters, notifications and publicity brochures and other publications, and ensure their timely distribution.

- Undertake a leading role in providing, developing and managing content to GTA NSW & ACT's social media, including Facebook, Twitter, Instagram and LinkedIn.
- Facilitate meetings of the Professional Learning Sub-Committee, liaise with the designated GTA NSW & ACT's Committee chairperson, take minutes and follow up issues raised.
- Liaising with Professional Teachers Council NSW regarding membership, emails to members, event registration and website creation for events and financial management.
- Preparing applications for NESA accreditation of Professional Learning events.

Work Health & Safety (WHS)

There is an expectation to contribute to the effective WHS requirements and operation of the Association by, without limitation –

- participating in the development of a safe and healthy workplace
- complying with any instructions given for their own safety and health and that of others
- adhering to safe work procedures
- being familiar with emergency and evacuation procedures including the location and use of emergency equipment
- reporting any injury, hazard or illness as required
- not placing others at risk by any act or omission, or
- not wilfully or recklessly interfering with any safety requirement of the Association.

Other Duties and Responsibilities (as required)

- Attend regular GTA NSW & ACT committee meetings and provide comprehensive and timely reports to the Executive and Committee as required, including outside of usual work hours.
- Represent the GTA NSW & ACT at meetings, conferences and in-services as appropriate and any other professional learning events, as requested, including outside of usual work hours.

- Any other duties and activities as required by the Association President (or as delegated). These duties would be expected to be within the scope of your job description, qualifications and experience.

The above is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the role. The responsibilities and expectations of this role may be varied, at the President's discretion, to ensure the operational needs of the Association are being met.

Role classification and remuneration

This role is governed by the terms of the Clerks Private Sector Award (or as otherwise agreed) and the hourly rate will be commensurate with skills, experience and qualifications.

As this is a newly created role, it is anticipated that initially it will be a 12 month temporary part-time contract for 3 days per week.

Reports

This role reports directly to the President of the Association.
There are no direct reports for this role.

Professional Review

This Role Description is intended as a framework for professional review.