



## Position Description – Project Officer

The Australian Institute of Professional Counsellors (AIPC) is a registered training organisation offering a range of community services and counselling courses at Certificate III, Certificate IV, Diploma and Vocational Graduate Levels. AIPC is also a private provider of higher education and delivers a Bachelor of Counselling. All courses are external, self-paced education programs.

The Project Officer is responsible for the development of learning and assessment materials for new courses.

<b>Position: Project Officer</b>	<b>Reports to: Project &amp; Accreditation Manager</b>
<p><b>Duties:</b></p> <ul style="list-style-type: none"><li>▪ Liaise with content/industry specialists involved in course development</li><li>▪ Conduct research as required</li><li>▪ Develop and review core learning and assessment materials including written workbooks, assessment activities, facilitator (answer) guides and books of readings</li><li>▪ Proof all workbooks and books of readings for educational and grammatical correctness</li><li>▪ Develop and review support materials for new courses</li><li>▪ Assist Project &amp; Accreditation Manager with duties involving accreditation and registration requirements, and review of courses</li><li>▪ Other duties related to each new project assigned</li><li>▪ Completion of any ongoing training and professional development as deemed necessary by the Project &amp; Accreditation Manager</li></ul> <p><b>Position Requirements (selection criteria):</b></p> <ul style="list-style-type: none"><li>▪ Relevant qualifications in Community Services or a related field</li><li>▪ Certificate IV in Assessment and Workplace Training (or willingness to undertake)</li><li>▪ A minimum of 2 years experience (voluntary or paid) in a community services context</li><li>▪ Course development experience (preferably in the Vocational Training Sector)</li><li>▪ A desire to work in a training environment</li><li>▪ Well developed communication skills</li><li>▪ Good level of computer literacy</li></ul> <p><b>Location:</b> Head Office, 47 Baxter Street, Fortitude Valley 4006</p>	