**POSITION DESCRIPTION**

**ANZASW Professional Development Coordinator**

**Position Title:** Professional Development Coordinator

**Reports to:** The Chief Executive

**FTE:** 24 hrs per week

**Location:** The ANZASW National Office is located in Christchurch. The preferred location for the position is Christchurch.

**Functional Relationships:** - internal:
- Administration Team
- The Board

**Functional Relationships:** - external:
- Association Members
- Tangata Whenua Members
- Branch Co-ordinators
- Roopu Co-ordinators
- Special Interest Group Co-ordinators
- Social Justice Committee
- CPD Providers

**BACKGROUND**
ANZASW is the professional body for social workers and social service workers in Aotearoa New Zealand. ANZASW is an incorporated society, established in 1964, run by members for members.

**OUR VISION**
An equitable, socially just and sustainable Aotearoa New Zealand society in which social work is a valued profession.

**OUR MISSION**
To advance the role of ANZASW as the ‘voice of the profession’ by developing and engaging members in campaign activity to promote social work and social justice in Aotearoa New Zealand.

**DEFINITION OF SOCIAL WORK IN AOTEAROA NEW ZEALAND**
Social work is a practice-based profession and an academic discipline that promotes social change and development, social cohesion, and the empowerment and liberation of people. Principles of social justice, human rights, collective responsibility and respect for diversities are central to social work. Underpinned by theories of social work, social sciences,
humanities and indigenous knowledge, social work engages people and structures to address life challenges and enhance wellbeing.

**PURPOSE OF THE POSITION**
To develop, deliver and co-ordinate a comprehensive range of professional development activities using a variety of delivery methods. Professional development opportunities will meet the needs to practitioners from new graduates through to pre-retirement / retirement. Activities will cover social work practice and related issues and a wide range of fields of practice.

**KEY STAKEHOLDERS**
- ANZASW Members
- Tangata Whenua Members
- The ANZASW Board
- The Social Workers Registration Board (SWRB)
- Tangata Whenua Social Workers Association (TWSWA)
- Council of Social Work Educators Aotearoa NZ (CSWEANZ)
- The PSA & SWAN Network
- Peak Bodies in the Social Service Sector
- CPD Providers

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<thead>
<tr>
<th>Accountabilities</th>
<th>Deliverables / Outcomes</th>
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<tr>
<td>A CPD Strategy &amp; an Annual Plan is developed that meets the needs of members at all career stages eg Students, New Graduates, Career starter, Mid-career, Career consolidation, Re-retirement, Retirement, Returning to practice</td>
<td>The CPD Strategy is developed</td>
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<td>Annual Plans prioritise target areas for development and implementation</td>
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<td>Annual achievements are monitored and evaluated</td>
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<td>Members learning needs inform the development of the Strategy and annual priorities</td>
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<td>CPD activities include</td>
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<td>o Enhancing the ability to work with Maori</td>
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<td>o Enhancing the ability to work with different ethnic and cultural groups</td>
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<td>CPD delivery covers a range of strategies including but not limited to: Self-directed learning, Collegial Learning Activities, Online learning – webinars / self-directed / peer reviewed, Local / regional / national seminars &amp; workshops, Pre-Conference events in collaboration with other conference providers</td>
<td>Social Workers are able to access CPD activities that are:</td>
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<td>o Relevant to their practice</td>
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<td>o Relevant to career development</td>
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<td>o Meet personal learning needs</td>
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<td>o Meet preferred learning styles</td>
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<td>Social Workers across the country are able to access a range of CPD activities</td>
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<td>• Conferences</td>
<td>• External providers are recognised as providing CPD consistent with the Social Work Code of Ethics</td>
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<td>A CPD recognition programme is investigated, developed and implemented</td>
<td>• Member feedback is positive</td>
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<td>ANZASW is the preferred source of information about local, national and international social work CPD offerings</td>
<td>• External providers advertise through ANZASW</td>
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<td>CPD events are topical, efficiently organised and implemented</td>
<td>• Events are planned and advertised in a manner that encourages participation</td>
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<td>• Networks are developed with professional leaders in organisations employing social workers to identify learning needs</td>
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<td>• ANZASW CPD event evaluations contributes to ongoing improvement</td>
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<td>The CPD strategy and deliverables are sustainable for ANZASW</td>
<td>• CPD events funded through membership subscriptions are within budget</td>
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<td>• CPD events generate revenue for ANZASW</td>
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<td>Branches Roopu and Special Interest Groups are supported to deliver local and online CPD events</td>
<td>• Active Branches, Roopu and Special Interest Groups deliver at least one CPD event per year</td>
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<td>ANZASW works in partnership with other organisations to deliver social work CPD, Conferences &amp; Regional / Local / National Seminars eg but not limited to:</td>
<td>• Collaborative CPD events are delivered</td>
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<td>• TWSWA</td>
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<td>• CSWEANZ</td>
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<td>• SSPA</td>
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<td>• PSA/SWAN</td>
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<td>• CCSS</td>
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<td>• SWRB</td>
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<td>ANZASW provides mechanism/s to record and report CPD</td>
<td>• Members are able to maintain accurate and timely CPD Logs</td>
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**PERSON SPECIFICATION**

**Essential**

**Personal**
- An understanding of and commitment to the delivery of continuing professional development for social workers in Aotearoa New Zealand
- Commitment to working bi-culturally
- A high degree of initiative and self-motivation
- A democratic and participative leadership style
- Excellent personal communication skills
- Enthusiasm, persistence and commitment
- Willingness to work flexible hours as required.

**Professional Development activity**
- Knowledge and understanding of the social work sector in Aotearoa New Zealand
- Knowledge and experience of the social services sector in Aotearoa New Zealand
- Knowledge and understanding of adult education and learning
- Understands and utilises a wide range of media for delivery of continuing professional development

**Team Membership**
- Ability to work constructively and co-operatively with Team members
- Willingness to accept and implement team decisions
- Ability to work through conflict constructively
- Ability to recognise own and other strengths and weaknesses

**Communication**
- Experience of employing effective negotiation and persuasion
- Ability to make and maintain effective contacts and relationships
- Ability to communicate effectively and appropriately with a wide range of people using a wide range of media
- Ability to communicate clearly in face to face meetings and in difficult circumstances
- Ability to make effective presentations

**Organisation**
- Ability to prioritise and organise work
- Ability to work to tight deadlines
- Computer literate – MS – Office
- Ability to use a variety social media to advance professional social work practice

**Qualifications:**
- Holds a recognised social work qualification

**Desirable**
- Qualification or experience in adult learning
- Experience in project management.
APPENDIX 1

ANZASW VISION, MISSION AND VALUES
2015-2018

E hara toku toa I te toa takitahi Engari toku toa takitini
Our strength is not ours alone but that of our community

VISION / NGA MATAKITENGA
An equitable, socially just and sustainable Aotearoa New Zealand society in which social work is a valued profession.

MISSION / NGA TIROHANGATANGA TAUMATA
To promote and protect the practice of capable, ethical and culturally responsive social work in Aotearoa New Zealand.

VALUES / NGA PAINGA / NGA WĀRIU

- ANZASW acknowledges that Te Tiriti o Waitangi informs our existence
- Ka mihia matou a ANZASW kei roto i Te Tiriti o Waitangi e kii nei to matou oranga pumau.
- The principles of bi-culturalism and partnership are evident in our actions
- Ka maarama tonu nga maataapono tikanga aa rua i roto i o maatou mahi.
- We value individual and cultural uniqueness and diversity.
- E kaingakau nga tikanga o te katoa
- We treat each other and all other people with respect and dignity.
- Ko te taurite me te tu rangatira a te tangata ta matou e whai nei.
- We encourage the active participation and contribution of all members.
- Ka whakapuaretia e matou a matou kuaha kia uru mai te rahi hei whaka-kaha ke atu to tatou kaupapa
- We model the highest standards of personal and professional behaviour in all our activities and interactions.
- Ka whakatauiratia e matou ko te whanonga tino pairawa atu i roto i wa matou mahi katoa.
- We are open and transparent in our representations and in the way that we work.
- He mahorahora ana matou me te puataata oritenga i roto i wa matou whakaaturanga mahi.
- We are agents of social change necessary to achieve social justice and the creation of a fair and equitable society.
- He mangai kanohi matou mo nga mea e tino ahei ki te tutuki paapori tika me te hangahanga pai o te porihanga.
- We are a credible voice for those whose voices are not heard and / or who are marginalised.

He maangai paaho mo ratou kore reo kia taea te rongo me ratou kua pouakatia hei nama.