



Position Description

Professional Officer

Task and role

Time Fraction:	As advertised
Contract period:	As advertised. Following appointment, a six-month probationary period will normally apply.
Salary:	Where practical, the MAV follows Department of Education salary classifications. Classified as <i>Leading Teacher Level One</i> (currently \$86,861 pro rata). Final classification and salary rates are subject to negotiation.
Reports to:	Chief Executive Officer
Based at:	Brunswick, but will be required to work at other locations from time to time.

BACKGROUND

MAV Core Statement

Valuing mathematics in our society

MAV Mission

The Mathematical Association of Victoria (MAV) is a membership driven not-for-profit association, which provides a voice, leadership and professional support for mathematical education. Its mission is to advocate for the continual review and improvement of mathematics education and the profession of mathematics teaching.

The MAV will achieve this by:

- Being a leading voice in mathematics education,
- Supporting mathematics teachers and educators,
- Listening and responding to members and the broader mathematics community about their professional needs,
- Celebrating excellence in mathematics education,
- Defining the profession of the mathematics educator,
- Promoting best practice in mathematics education,



- Influencing policy and practice in mathematics education, and
- Promoting the importance of mathematics in careers and daily life.

Background

The Mathematical Association of Victoria (MAV) first met in July 1906.

The Association has since developed over time into a large professional teacher association with over 1,600 institutional and individual members in schools in all systems across Victoria.

A Council of elected members governs the MAV. The Council meets monthly. Councillors take responsibility for particular portfolio areas such as professional development, student activities, journals, publications and membership services.

The staff work together to plan and deliver specific services to members, such as:

- Professional learning programs
- Publications
- Public lectures
- Student enrichment activities like VCE revision days, camps, games days and project based quests
- An annual metropolitan conference attended by over 2,000 teachers
- Regional conferences attended by over 300 teachers
- Policy development and advice to members, Government and the Victorian Curriculum and Assessment Authority
- Advocacy and information services.

The staff includes an executive officer and three professional officers (one 0.3 EFT position, one 0.6 EFT position, currently vacant and one 1.0 EFT position) responsible for planning and delivery of these services to members. A finance officer and two administrative assistants make up the team. An events management business provides events management and coordination services to the MAV.

The MAV has made a firm commitment to support members through work built upon and based around the Victorian Government's *Blueprint for Government Schools*, particularly *Flagship Strategy 1, Student Learning*. The MAV works closely with schools, and clusters and networks of schools to ensure services are delivered and supported in a manner supportive of whole-school curriculum planning with a focus on improving pedagogy to meet the diverse needs of students in learning communities within and beyond the school.

Whilst the activities of the Association are fully funded by membership and service sales, the Victorian Department of Education and Early Childhood Development currently supports the work of the Association through the Strategic Partnerships Program.

Summary of the role of Professional Officers

The MAV's Professional Officers are expected to work both independently and as part of a team. Their principle roles are to ensure the timely, efficient delivery of a range of services related to the professional work of the Association, in particular the provision of quality professional development, an annual conference of the Association, a range of student activities and the development and dissemination of resources and publications for mathematics educators.



The Professional Officers support the endeavours of the MAV to display leadership in mathematics education. They ensure that members have access to support and advice about mathematics education from early childhood to higher education. The MAV's Professional Officers are required to work in a fairly intense environment and be flexible in adjusting work schedules to meet demand. Along with an exemplary background in mathematics education, the Professional Officers will find that demonstrated high levels of organisational, communication, administrative and interpersonal skills are essential.

REPORTING RELATIONSHIPS

The position reports directly to the Chief Executive Officer.

Between them, the Professional Officers regularly liaise with the Convenors of the Association's Publications, Student Activities, Professional Development and Annual Conference Committees.

The Professional Officers work very closely with the MAV's contracted Events Manager in order to identify the boundaries between developing events and managing events.

KEY TASKS AND OUTCOMES

The tasks and outcomes required of the Professional Officers are:

- Advice and support in mathematics education for members, particularly those in schools, delivered through services that are accessible to and supported by members, delivered in a timely, efficient and sustainable way.
- Collaborate with the other Professional Officers to design, manage, and evaluate a rolling publications program for the Association and assist with the promotion of the Association's publications program to ensure that it meets objectives with regard to quality, accessibility, timeliness and financial sustainability. This would include:
 - Preparing budgets
 - Ensuring timelines are established and met
 - Liaising effectively with authors, reviewers/vettors and typesetters
 - Ensuring suitable quality control procedures are put in place
 - Ensuring contracts and author agreements are maintained and updated on a regular basis
- Design, monitor, oversee and actively participate in an annual professional development program particularly for mathematics educators in conjunction with the PD committee, that meets objectives with regard to membership support, quality, accessibility, timeliness and financial sustainability.
- Design, monitor and oversee a student activities program in general and the Maths Talent Quest in particular in conjunction with the Student Activities committee that meets objectives with regard to school support, attendance rates, quality, accessibility, timeliness and financial sustainability.
- Service as Executive Officer to a Council Committee. As Executive Officer, work with Committee, Council, staff, and the EO in particular to develop annual and three-year budgets and ensure that performance is monitored on at least a monthly basis against



those budgets. Provide regular briefings to the Executive Officer and Convenor of the Committee.

- Assist the Chief Executive Officer to maintain effective consultation and liaison with members, their employers, the Victorian Department of Education and Early Childhood Development, the Victorian Curriculum & Assessment Authority and other professional organisations such that the pre-eminent reputation of the MAV's student activities, professional development and publications programs are maintained and the MAV demonstrates an effective responsiveness to the external environment surrounding the work of the Association.
 - Through both active support for the work of the MAV's Committees and teamwork with other MAV staff make a leading professional contribution to the strategic planning and future directions of the Association.
 - Assist with the preparation of articles for newsletters and the MAV website and with professional communications between MAV and related professional bodies (i.e. the Australian Association of Mathematics Teachers and Council of Professional Teaching Associations of Victoria).
- 2** Building upon the existing MAV documentation and then the processes involved in organising the annual professional development, student activities and publications programs, preparation of a timetable and operations and procedures wiki for subsequent years.
- Communicating with other staff to ensure members are at all times presented with accurate, timely and relevant information about professional development, publications and student activities.
 - Liaison with other staff to ensure that the requirements for administrative support in professional development, publications and student activities are provided without undue impact upon requirements in other areas of the MAV's operations.
 - Other duties relevant to the overall purpose of this task description as directed from time to time.

QUALIFICATIONS

- Completion of a recognised teaching qualification comprising at least 4 years tertiary education; or
- An equivalent combination of relevant experience and/or education training.

KEY SELECTION CRITERIA

Essential

- An experienced, energetic and talented school mathematics educator.
- A strong interest in, and a passion for, mathematics with an understanding of the implications of the Victorian Essential Learning Standards and the Australian Curriculum for teaching and learning in mathematics.
- A clear capacity to contribute to Association program areas such as professional development, student activities and publications.



- Awareness and understanding of the Mathematical Association of Victoria, its aims, objectives and activities.
- Good knowledge of the professional needs and expectations of teachers in a variety of systems and sectors.
- Demonstrated experience in the management of time and resources for the planning and conduct of large and small-scale projects.
- Demonstrated ability in working with a broad range of people.
- Demonstrate a commitment to teamwork and successful involvement in productive teams in the past.
- Excellent written and oral communications skills.
- Demonstrated experience of a variety of software packages, Word, Excel, etc.
- Willingness to learn new software, in particular, FileMaker Pro.

Desirable

- Experience using Apple computers and other devices
- Facility in the use of the internet
- Own vehicle and current Victorian driver's licence
- Flexibility in adjusting work schedules to work outside normal office hours (Time in lieu is available.)

CONDITIONS

- The Mathematical Association of Victoria is an equal opportunity employer and will apply principles of equity in all selection, promotion and staff management processes.
- The Mathematical Association of Victoria operates a smoke free environment.
- The Professional Officers are located at the MAV's offices in Brunswick.
- The position is classified as *Leading Teacher Level One* using the current teacher classification and salary guidelines published by the DEECD. Final classification and salary rates are subject to contracted agreement between the MAV and the appointee.
- The standard hours of duty for a ten-day fortnight are 7 hours and 36 minutes per day and 38 hours per week for full-time employees, or the agreed hours of duty for part-time employees.
 - For leave recording purposes, the standard hours for full-time employees are 8:39am to 12:30pm and 1:15pm to 5:00pm.
 - There shall be a tea break of twenty minutes counted within the hours worked and a meal break of three quarters of an hour. Such meal break shall not be counted as time worked. The Executive Officer may approve earlier or later starting and finishing times, or a meal break of lesser duration but not less than thirty minutes. Where the employee elects to take a thirty-minute meal break the standard starting time for recording purposes will be 8:54am.



- The span of hours during which an employee's standard hours of duty may be worked following approval by the Executive Officer is 7.30am to 7.30pm Monday to Friday.
- Arrangements for a 'nine day fortnight' or a 'nineteen day month' are available.

Position Description prepared by Simon Pryor, Chief Executive Officer, Thursday, 15 November 2007, with minor corrections on Monday, 9 January 2012.