



The Royal Australian and New Zealand College of Radiologists®

Education Support Officer Role Description

Primary Purpose of the Position:

The Education Support Officer (ESO) role is responsible for providing administrative support to the Training Network Director and assisting with the effective functioning of the training network.

Qualifications and Skills:

As determined by the Network Governance Committee.

Responsibilities:

The Education Support Officer (ESO) will:

1. Be familiar with relevant College training policies and procedures, and relevant jurisdictional policy directives.
2. Provide a full range of administrative and clerical support services to the Training Network Director in relation to the RANZCR Radiation Oncology Training Program.
3. Provide high-level administrative support to the Network Governance Committee, including the preparation and distribution of agendas, progress reports, updates, meeting papers, venue booking and other secretariat functions as required.
4. Undertake significant projects and tasks in relation to College matters as directed by the Training Network Director.
5. Draft local network reports required for the TNDC.
6. Assist with and co-ordinate the completion of accreditation-related documentation by the Training Network Director and Directors of Training.
7. Assist with the organisation of meetings, workshops, seminars, forums and other network training events, including arranging the venue, notifying participants of event details, transport, travel and catering (where appropriate) and drafting and distributing relevant documents.
8. Facilitate delivery of the training program across multiple sites within the network, by liaising with the Training Network Director, site Directors of Training, Clinical Supervisors, registrars in training and other relevant hospital and Health Service staff.
9. Facilitate and support the delivery of Examinations within the network, if requested.
10. Support the Training Network Director in the co-ordination of trainee rotations across the network.
11. Update trainee profiles on the e-Portfolio to record attendance at Network education activities, for example, attendance at Oncology Sciences Workshops.
12. Set up, maintain and use spreadsheets and/or databases to facilitate the operation of the Network.
13. Provide assistance to the Training Network Director and trainees regarding Human Resources and recruitment matters.
14. Maintaining confidential knowledge, provide accurate advice and alert the Training Network Director and relevant Director of Training of any emerging issues.
15. Other duties as requested by the Network Training Director.

Approved by the ROETC 29 October 2021 and ratified by the FRO Council 26 November 2021.