



NETWORK EDUCATION SUPPORT OFFICER – POSITION DESCRIPTION

The role and responsibilities for the Network Education Support Officer (NESO) is summarised below.

Primary Purpose of Position

The NESO is responsible for providing administrative support to the Network Training Director and assisting with the effective functioning of the training network.

Qualification and Skills

The NESO must:

- Be familiar with and have current knowledge of the Clinical Radiology Training Program requirements, policies and procedures, and relevant jurisdictional policy directives.

Additional qualifications and skills will be determined by the Network Governance Committee (NGC).

Responsibilities:

The NESO will be expected to:

1. Provide a full range of administrative and clerical support services to the Network Training Director (NTD) in relation to RANZCR Clinical Radiology Training Program.
2. Provide high-level administrative support to the network's Local Governance Committee (LGC), including the preparation and distribution of agendas, progress reports, updates, meeting papers, venue booking and other secretariat functions as required.
3. Manage the coordination and facilitation of a network training program across multiple sites, by liaising with the NTD, site Directors of Training (DoTs) and Clinical Supervisors, registrars in training and other relevant hospital and Health Service staff.
4. Assist with the organisation of meetings, workshops, seminars, forums and other network training events. This will include arranging attendance of participants, venue, transport, travel and catering (where appropriate) and drafting and distributing relevant documents
5. Assist with and coordinate the completion of accreditation-related documentation by the NTD and DoTs.
6. Set up, maintain and use spreadsheets and/or databases to facilitate network operation.
7. Where relevant, provide assistance to the NTD and trainees, with regard to Human

Resources and recruitment matters.

8. Maintain confidential knowledge, provide accurate advice and alert the NTD and relevant DoT of any emerging issues.
9. Other duties as requested by the NTD.

Approved by the CRETC 1 October 2021 and ratified by the FCR Council 29 October 2021.