

Title of Position		Classification
Manager, Schools Education and Support Team		ASO 6
Type:	Full-time	
Occupant:	Vacant	

Job Specification

Key Purpose of the role:
<p>The Manager, Schools Education and Support contributes to the promotion and improvement of the sexual and reproductive health and relationship wellbeing of the South Australian community through the effective planning, implementation, and evaluation of SHINE SA’s school-based education programs. This includes the overall management of the statewide Focus School Program; education and resources for primary, secondary, and non-government schools; programs and resources for school-aged children outside of the school setting (such as alternative education settings) any other new school programs developed; and the efficient management of human, financial and physical resources of the Schools Education and Support Team.</p>

Direct Reports
<p>The Manager is responsible for line management of 9 staff, including:</p> <ul style="list-style-type: none"> ▪ Schools Coordinators ▪ Library and Resource Centre ▪ Administration Support Officer

Key Relationships/Interactions:	
Internal	<ul style="list-style-type: none"> ▪ Member of the Workforce Education and Development Division ▪ Accountable to the Director of the Workforce Education and Development Division ▪ Works in partnership with the Leadership Team at SHINE SA ▪ Works closely with the Manager, Communications and Marketing ▪ Works closely with the Manager, Clinical and Community Education Team ▪ Works in partnership with all SHINE SA staff as relevant/directed
External	<ul style="list-style-type: none"> ▪ Collaborates with Department for Education (DfE) personnel and other key health and education stakeholders ▪ Liaises with State, interstate and Federal government representatives, education and community sector agencies ▪ Other relevant networks including Family Planning Alliance of Australia (FPAA)

Work Health & Safety (WHS) Responsibilities/Duties

Management responsibilities:

- Responsible for ensuring staff adhere to WHS policies and procedures.
- Responsible for ensuring all staff are provided with adequate training in WHS issues, relevant to the workplace and their positions.
- Responsible for ensuring all staff are consulted and/or communicated with on matters that will affect or have affected their health and safety while at work.

Individual/worker responsibilities:

- Responsible for reporting all incidents or 'near misses' that are witnessed.
- Responsible for reporting for work in a fit and healthy state to commence duties.
- Responsible for not putting self and others at risk as a result of your action, or inaction.
- Adhere to all WHS policies and procedures during the course of your work.

Key Results Areas

Key Result Areas	Key Tasks	Performance/Standard Measures
<p>Ensure the effective planning, implementation, and evaluation of SHINE SA’s support of schools which includes the Focus School Program; education and resources for primary, secondary, and alternative school settings.</p>	<ul style="list-style-type: none"> ▪ Provide effective program and team leadership for the Schools Coordinators (including those supporting alternative schooling and educators working with young people living with a disability). ▪ Lead business and new program development to meet the evolving needs and maintain best practice program outputs. ▪ Provide final approval and maintain program and model fidelity/oversight of curriculum and teaching resources developed by the Team. ▪ Periodic Focus Schools Program review. ▪ Initiate, develop and evaluate annual action plans that aligns with SHINE SA’s organisational plans. ▪ Provide leadership for a joint SHINE SA, SA Health, DfE Reference Group for SHINE SA’s work with schools. ▪ Represent the organisation on State and national committees. ▪ Provide Team leadership in reviewing and ensuring the integrity of Dynamics Schools database, BCS records management system, Library cataloguing database, and other data capturing resources used by the Team. 	<ul style="list-style-type: none"> ▪ Model exemplary leadership behaviour in line with SHINE SA Values ▪ Meet all service Agreement KPIs ▪ Undertake all activities in a professional manner ▪ Respond to internal/external inquiries efficiently, demonstrating exceptional customer services skills ▪ Demonstrate exceptional initiative and problem-solving skills ▪ Annual team plan developed by the end of each school year consistent with SHINE SA business plan ▪ Team and individual meetings scheduled at least 8 times during the year ▪ Agenda preparation and minute taking for Team Meetings ▪ Quarterly Reference Group meetings organised
<p>Strategic Member of the Workforce Education and Development Division (WEDD)</p>	<ul style="list-style-type: none"> • Contribute to developing service strategic directions, operational planning, policies and procedures. • Collaborate with Team Manager: Clinical and Community Education to coordinate joint WEDD activities (i.e. rural roadshows). 	<ul style="list-style-type: none"> ▪ Team plan that aligns to and meets the divisional and organisational goals developed each year ▪ Lead the organisation of rural roadshows each year ▪ Organisational values and a positive culture is promoted through personal example and effective team management

Key Result Areas	Key Tasks	Performance/Standard Measures
	<ul style="list-style-type: none">• Facilitate the achievement of specific objectives within SHINE SA's strategic directions.• Promote SHINE SA's organisational values and work toward a positive organisational culture.• Contribute to research as required.• Contribute to or initiate writing of articles for publication.	

Key Result Areas	Key Tasks	Performance/Standard Measures
<p>Ensure the efficient and effective management of physical, human, and financial resources of the Schools Education and Support Team.</p>	<ul style="list-style-type: none"> • Implement continuous quality improvement processes, including: <ul style="list-style-type: none"> ○ recruitment and orientation of new staff to the Team. ○ collection of and reporting on activity data. ○ provision of reports as required. ○ participation in accreditation activities. ○ manages feedback processes for the Team ○ produces Annual Student Snapshot Report and individual school reports. ○ implementation of SHINE SA's performance management system. ▪ Apply Work Health Safety legislation and policies. ▪ Efficiently manage all cost centres related to the Schools Education and Support Team. ▪ Contribute to the review and development of the annual Schools Education and Support Team's budget. ▪ Generate and manage additional income through fee for service programs. ▪ Manage all personnel functions within the team. ▪ Maintain the Team's physical resources. 	<ul style="list-style-type: none"> ▪ The programs will remain within budget ▪ Annual team budgets developed ▪ Activity and contractual reports provided on time for all programs ▪ All roles within the SES team have up to date Job and Person specifications. ▪ Annual performance and development review meetings with each team member are completed (PDPs)
<p>Increase revenue and scope of services of Schools Education and Support Team including Library and Resource Centre.</p>	<ul style="list-style-type: none"> ▪ Explore opportunities to develop new services and resources to support schools and generate income into the future. ▪ Increase engagement of non-government and primary schools in the curriculum program on a fee for service basis. 	<ul style="list-style-type: none"> ▪ Increase income ▪ Increase number of schools engaged ▪ Increase the range of available training options ▪ Increase number of schools engaged with Library and RC

Key Result Areas	Key Tasks	Performance/Standard Measures
	<ul style="list-style-type: none">▪ Increase awareness and revenue of the Online Shop.▪ Increase engagement and usage of library with a focus on non-government and primary schools.	<ul style="list-style-type: none">▪ Increase the range of available resources both in the library and online

Person Specification

Selection Criteria: Essential Minimum Requirements

Educational/Vocational Qualifications

- A tertiary qualification in Education, Health, Social Sciences or related discipline.

Personal Abilities/Aptitudes/Skills

- Demonstrate values and attitudes towards SHINE SA's communities of interest which are consistent with SHINE SA's Strategic Directions and policy.
- A passion for comprehensive relationships and sexual health education in primary and secondary settings.
- A sense of humour.

Demonstrated ability to:

- Work autonomously and as a member of a multi-disciplinary team, use sound judgement and set priorities to achieve business objectives and tight timeframes.
- Utilise exceptional communication skills, emotional intelligence and strategic relationship management to develop relationships and work collaboratively.
- Liaise and consult with a range of internal (including Department for Education personnel, principals, teachers, students, and school communities) and internal stakeholders (including senior clinical and executive staff).
- Apply well-developed organisation skills, the capacity to successfully manage competing priorities and achieve team outputs and deadlines.
- Apply high level written and oral communication skills and interpersonal skills and the ability to prepare detailed reports.
- Effectively plan and problem-solve.
- Develop and evaluate curricula and resources for primary, secondary and students living with disability.
- Manage financial, human, and physical resources.
- Demonstrate appropriate computer literacy skills including proficient use of MS Office applications (Word, Excel, Outlook), SharePoint, the ability to navigate and synthesise web-based content.

Experience

- People and human resource management.
- Leadership and team building.
- Planning, implementation, and evaluation of health curricula /resources in the school environment.
- Program and cost centre management.
- Providing professional education for teachers.

Knowledge

Knowledge of:

- The Primary and Secondary Education systems in South Australia.
- The Australian Curriculum: Health and Physical Education (F-10).
- The Keeping Safe: Child Protection Curriculum
- The principles of Adult Learning and curriculum development.
- Government policy and program context and a commitment to the Strategic Directions of SHINE SA.
- An understanding of sexual and reproductive health and relationship wellbeing issues and factors which impact on young people, and across communities.
- Understanding SHINE SA's service delivery, professional practice and communities of interest.
- Knowledge of and commitment to the principles of:
 - Equal opportunity
 - Work health and safety
 - Effective consumer services
 - Social justice
 - Reconciliation
- Demonstrates values and attitudes that celebrate sexual and gender diversity.

Selection Criteria: Desirable Characteristics

Educational/Vocational Qualifications

- Registered or able to register with the Teachers Registration Board of South Australia.

Personal Abilities/Aptitudes/Skills

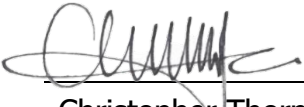
Experience

Experience in:

- Delivery of comprehensive relationships and sexual health curricula in schools.
- Delivery of online learning.
- Working with Aboriginal students.
- Working with students living with disabilities.
- Undertaking evaluation and research.
- Project planning and management.
- Administration of online shop software
- Use of Microsoft Dynamics

Knowledge

- Relevant to sexual and reproductive health and relationships (e.g. sexuality, gender, sexual violence, pregnancy options, STIs, HIV, contraception, etc.)

Job and Person Specification Approval		
Division Manager Signature & Date		19/04/2024
Print Name	Christopher Thorpe	
Employee Signature & Date		/ /
Print Name		

Email a copy of this job description to the:

IT & Records Manager

Office Use Only		
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