

POSITION TITLE:	Education Manager
Immediate supervisor	Chief Executive Officer
Location	Glenorchy Office of Family Planning Tasmania
Employment status	Contract Permanent, Full Time or Part Time negotiable
Salary	To Be Negotiated
Probation period	6 months

ORGANISATIONAL OVERVIEW	
About FPT	<p>Family Planning Tasmania (FPT) is the leading organisation in Tasmania working in the area of sexual and reproductive health. FPT was established in 1973, and is now a state wide, not-for-profit organisation providing sexual and reproductive health clinic and education services to all Tasmanians.</p> <p>FPT is a member of the Family Planning Alliance Australia (FPAA), the nation's peak body in reproductive and sexual health. FPAA is a network of state and territory sexual health and family planning organisations.</p> <p>FPT provides three main sexual and reproductive health doctor/nurse clinics located in Glenorchy, Burnie, and Launceston. This is in addition to outreach clinics at Pulse Glenorchy, Mary Hutchinson Women's Prison, and Cornerstone Youth Services (Headspace Devonport). FPT also delivers sexual health and relationships education in schools and other community settings.</p> <p>FPT is governed by a voluntary board. Funding comes from the Department of Health, Tasmania, Medicare, and fee for service education and clinic areas.</p>

POSITION OVERVIEW	
Primary purpose	<p>This role is both strategic and operational in its education, training and promotions focus.</p> <p>The objectives that you deliver will have a positive difference for all Tasmanians.</p> <p>Your focus will be on improving the quality and delivery of education, training and promotional programs and awareness of sexual and reproductive health outcomes for all Tasmanians. You and your team are responsible for planning, managing, implementing, monitoring, evaluating, and reporting in these areas.</p> <p>You will also provide expert management advice and services in these areas to the CEO, the FPT Management Team and FPT staff more broadly.</p>

Reporting and primary relationships	<p>The Education Manager:</p> <ul style="list-style-type: none"> • reports to the CEO • as a member of the FPT Management Team builds collaborative and strong professional relationships with key FPT internal stakeholders • provides advice and recommendations to the FPT Management Team and the CEO on education, training, and health promotion services, and more broadly, on directions for current and future client base • leads and manages the Education team of eight staff • builds collaborative and strong professional relationships with appropriate state and national agencies, government, and non-government bodies, including schools and the wider Department of Education to ensure the most effective service delivery in relationships and sexuality education and sexual and reproductive health • represents FPT at relevant professional meetings, forums and conferences
Level of responsibility	<ul style="list-style-type: none"> • Works under the broad direction of the CEO and as a member of the FPT Management Team. • Provides expert management services across FPT and externally with a focus on its education, training, and health promotion activities. • Works independently, sets own targets and deliverables which support FPT objectives.
KEY RESULT AREAS	
Manages develops and delivers on FPT's strategic intents, goals and strategies relating to education, training, and health promotion activities. as identified in FPT's Strategic Plan.	<ul style="list-style-type: none"> • Provides strategic, operational advice and recommendations on education, training and promotional activities based on best practice contemporary practices and in line with FPT strategic objectives. • Works collaboratively with the FPT Management Team, FPT staff, and client groups to identify and develop new products, and new markets for FPT educational, training, and promotional services. • Delivers educational, training programmes and health promotions across a range of organisations and settings.
Plans, manages, implements, monitors, evaluates, and reports on quality education, training, and promotional programs on sexual and reproductive health.	<ul style="list-style-type: none"> • Manages, develops, delivers, monitors, evaluates, and reports on education, training, health promotion and professional development programs and services provided to external clients and to FPT staff. • Monitors and manages the delivery of education, training and promotional programs and projects within allocated budgets. • Proactively, and as directed, develops, and presents research, strategy and options papers to the CEO, Management Team and other audiences in education, training, and promotional activities. • Provides regular reporting to the CEO and the Management Team on the impact of FPT education, training, and promotional activities.
Establishes relationships with key stakeholders both internally and externally to promote uptake of FPT education, training, and promotional programs	<ul style="list-style-type: none"> • Builds collaborative and strong professional relationships with appropriate state and national agencies, government, and non-government bodies, including, the Department of Health, Department of Justice, University of Tasmania, Department of Families and Communities schools, and the wider Department of Education to develop, deliver and maintain ensure the most effective service delivery in relationships and sexuality education and sexual and reproductive health. • Builds collaborative and strong professional relationships with members of the FPT Management Team, FBT Board, and relevant FBT subcommittees
Manages the FPT professional development program	<ul style="list-style-type: none"> • Ensures high standards of professional services delivered by staff, reflecting evidence-based practice. • Coordinates and manages the ongoing professional development of FPT educators and wider FPT staff. • Manages professional development programs focussing on teachers, school support staff, health, community, and disability workers. • Oversees the management of education and training resources including acquisitions.

	<ul style="list-style-type: none"> • Designs, implements, monitors, evaluates, and reports on client service delivery improvement strategies in the areas of education, training, and promotional activities.
Provides effective leadership and management to the Education, Training and Promotions Team	<ul style="list-style-type: none"> • Provides <ul style="list-style-type: none"> • strategic and operational direction for the team • role clarity and articulates responsibilities, key benchmarks, and performance indicators for the team • direction to develops the team to their full potential and • conducts regular performance appraisal processes
A collaborative, effective and active member of FPT Management Team	<ul style="list-style-type: none"> • Participates as a collegial member of the team to achieve organisational goals, strategic directions, and overall accountability of FPT services. • Adheres to, and implements, the Management Team Charter. • Provides reports as required to the CEO and the Management Team on progress against agreed benchmarks and desired outcomes in the areas of education, training, and promotional activities.
Lives and promotes FPT values.	<ul style="list-style-type: none"> • Models FPT values to all FPT staff, and when working with stakeholders, external bodies, clients, and the Board.

SELECTION CRITERIA	
1	<p>A proven leader and manager with expertise in the education, training, and promotions field</p> <p>You have a strong understanding of and practical experience at a senior level in developing, implementing, monitoring, evaluating and reporting on education, training and health promotions programs, projects practices, and processes.</p>
2	<p>Achieves results and is outcomes-focused</p> <p>You have a strong record of achievement, both strategically and operationally, and build effective organisational capability and responsiveness through the work you do. You draw on the expertise of others as required, monitor, and evaluate FPT's education, training, and promotional objectives, and effectively translate identified priorities into successful operational activities, policies, programs, and processes.</p>
3	<p>Adapts, innovates, is values-based and solutions-focused</p> <p>You develop, implement, monitor, evaluate and report on people and culture programs that have organisational impact. You are self-aware, innovative, forward-thinking, adaptive, solutions-focused, and values-based. You value diversity, demonstrate professionalism, have strong analytical skills, and inspire trust, confidence, and commitment in those you engage with. At all times, you act with transparency and integrity and have the ability to quickly acquire a high-level understanding of the context in which FPT operates: its issues, stakeholders, clients, public, and government bodies.</p>
4	<p>An influencer who is credible, communicates effectively, and builds productive relationships</p> <p>You are an influencer with highly developed, effective interpersonal, communication, negotiation, judgement, liaison, and representational skills, who adapts their style to different audience needs. You are confident in your professional knowledge and experience, listen effectively to others, build strong internal and external working relationships and networks and value teamwork. Your communication style, orally and in writing, is authentic and persuasive and you quickly establish credibility and engagement with diverse groups. You are adaptable, flexible, and informal in your approach, have strong conflict resolution skills and are client service focused in your approach.</p>
5	<p>Manages self, priorities and workload</p> <p>You have proven ability to work and deliver under pressure, manage, and prioritise competing priorities and demands. You are comfortable working autonomously with broad supervision, a problem-solver and highly efficient, draw on a number of self-management strategies and understand the difference between urgent and important issues and what this means for prioritisation of tasks.</p>

DESIRABLE QUALIFICATIONS AND KNOWLEDGE

- A degree in teaching, health promotion, social work counselling, nursing, or a related discipline
- Knowledge and understanding of sexual and reproductive health issues.
- Current knowledge of developments and trends in the education, training, and health promotion sector
- Previous experience managing teams
- Not-for-profit experience

SPECIAL CONDITIONS AND CLEARANCES

The successful applicant will be expected to have:

- a current Working with Vulnerable People Registration and a recent National Police Criminal history check.
- a current driver's licence and access to a vehicle (travel is reimbursed).

Intrastate travel is required.

FPT VALUES

We demonstrate **EXCELLENCE** through:

- **Leadership**
 - We continually strive to be the leaders in sexual and reproductive health in our profession
 - We role model our values and lead by example as we deliver on our vision and strategy
- **Research and evidence**
 - Our professional practices are grounded in research and evidence
 - We are active learners and will maintain and develop our specialist skills

We demonstrate **EQUITY** and **EQUALITY** through:

- **Advocacy**
 - We promote the rights of all people to live free from discrimination
 - We proactively support people to safely and respectfully express their sexuality
- **Accessibility**
 - We promote equal access to our programs and services
 - We respect the right to self-determination
- **Social Justice**
 - We adhere to the principles of social justice
 - We will actively work to ensure we provide equitable programs and services

We demonstrate **INTEGRITY** through:

- **Honesty and Ethical Behaviour**
 - We are authentic and honest in all our interactions
 - We are consistent and authentically care for our clients and each other
- **Drive and Accountability**
 - We are accountable for our work and follow-through on our commitments
 - We have drive and commitment and are prepared to take calculated risks for organisational benefit

We demonstrate **COLLEGIALITY** through:

- **Openness and Respect**
 - We engage openly, respectfully and constructively with each other
 - We actively listen and keep an open mind
 - We respect each other, and the different perspectives we bring
 - We treat each other and our clients as equals who we value
- **Collaboration and Trust**
 - We work as a team and towards our shared goals
 - We trust each other to support and challenge us to be the best
 - We trust our colleagues and the expertise and experience they bring
 - The decisions we make are equitable and openly communicated