

Position Description

September 2025

Position Title	<i>Education Team Manager</i>
Business Unit/location	Education / Hobart or Launceston
Immediate Manager	Chief Executive Officer
Direct Reports	Educators + Education Administration staff
Award and Level	Family Planning Tasmania Enterprise Agreement Administration Officer Level 3A – Level 4
Employment status	Flexible: 0.7 FTE - 1.0 FTE

Why work at Family Planning Tasmania?

Sexual health rights are at the core of everything we do at Family Planning Tasmania. We strongly believe that accessing quality sexual and reproductive healthcare and education is a fundamental human right. Family Planning Tasmania supports over 16,000 clients a year to improve their sexual and reproductive health through its state-wide clinics in Glenorchy, Launceston and Burnie. The staff and Board of Family Planning Tasmania are committed to providing services in a manner that recognises the rights of individuals to be consistently treated with a non-judgmental, non-discriminatory, considerate manner, respecting their right to privacy and confidentiality.

- Make a real difference in the lives of vulnerable Tasmanians: over 60% of our clients are either young, living with disability, Tasmanian Aboriginal, culturally and linguistically diverse or financially disadvantaged.
- Sociable, flexible hours, with limited out-of-hours.
- Work as part of a great team in a collegial, supportive and fun environment.
- Not for profit salary packaging available.

Position Purpose

Our Education Team Manager oversees the day-to-day operations of Family Planning Tasmania's education unit and is responsible for line-managing the state-wide education team. The focus is on optimising and improving education operations and creating a supportive working environment for our education team.

Key Accountabilities	
	<ul style="list-style-type: none"> • Lead, mentor & support the education team. • Participate in and contribute to the Family Planning Tasmania leadership team. • Manage and coordinate education data and make recommendations to improve efficiency, cost management and service delivery. • Monitor operational performance of the education team in line with the approved budget. • Ensure supplies are available to enable the education team to operate efficiently whilst managing the relationship with suppliers to enable stock compliance. • Provide operational support to the Management team for training and education. • Proactively identify business risks and opportunities to continually improve efficiency and effectiveness. • Promote and grow our education programs. • Manage and respond to feedback and complaints regarding education services. • Take on other tasks as directed by the CEO. • Intra-state travel required on occasion • Learn and understand the education programs offered by FPT • Support Educators onsite in schools and/or conference venues as required

Essential requirements
<i>Nil</i>

Desirable requirements
<ul style="list-style-type: none"> • Experience in education or education administration. • Experience or knowledge of sexual and reproductive health. • Able to work flexible days and hours.

Selection Criteria	
1	Cultivates Productive Working Relationships Demonstrated capability to nurture internal and external relationships; facilitate cooperation and partnership; value difference and diversity.
2	Communicates with Influence Demonstrated capability to communicate clearly; listen, understand and adapt to audience.
3	Commits to Customer Service Demonstrated capability to provide client focused services whilst finding opportunities to improve outcomes for clients, staff, and FPT broadly.
4	Delivers Results Achieves results through the efficient use of resources and a commitment to quality outcomes.
5	Leads, Manages and Develops People Engage, motivate, mentor and develop people within and outside the Education stream.

OUR VALUES

Excellence

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

Equity + Equality

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

Integrity

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

Collegiality

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