

<b>POSITION TITLE:</b>	Education Administration Officer
<b>Immediate Manager</b>	Education Team Manager
<b>Location</b>	Office of Family Planning Tasmania (FPT)
<b>Employment status</b>	Part-Time 0.4 FTE
<b>Probation period</b>	6 months

ORGANISATIONAL OVERVIEW	
<b>About FPT</b>	<p>Family Planning Tasmania (FPT) is the leading agency in Tasmania working in the area of sexual and reproductive health. It 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 Sexual and Reproductive Health Australia (SRHA), the nation's peak body in reproductive and sexual health. SRHA 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, such as at Pulse Glenorchy. FPT also delivers sexual health and relationships education in schools and other community settings.</p> <p>FPT is governed by a volunteer board. Funding comes from the Department of Health Tasmania, Medicare, and fee for service education and clinic areas.</p>

POSITION OVERVIEW	
<b>Primary purpose</b>	To effectively contribute to a well organised and highly efficient education service by providing high quality administration support to the education manager and education team in accordance with FPT's policies and procedures.
<b>Role Relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Education Team Manager</li> <li>• Education Team</li> <li>• Clinical Services Team</li> </ul>

	<b>External</b> <ul style="list-style-type: none"> <li>• Community service organisations</li> <li>• Schools (Education Providers)</li> <li>• Department for Education of Children and Young People</li> <li>• Professional networks</li> <li>• Community stakeholders</li> <li>• Department of Premier and Cabinet – Community Services</li> <li>• Department of Health</li> <li>• Department of Justice</li> </ul>
<b>Level of responsibility</b>	<ul style="list-style-type: none"> <li>• Works under minimal supervision and self-prioritises work.</li> <li>• Work is reviewed in conjunction with Education Manager in line with key performance indicators (KPI's).</li> <li>• Fortnightly reviews will be undertaken to ensure timelines and tasks are achieved.</li> <li>• The position will also undertake monthly supervision meeting with the Manager and an annual performance review.</li> </ul>

<b>KEY RESULT AREAS</b>	
	<ul style="list-style-type: none"> <li>• Provide administrative services for statewide initiatives and processes as required for education and health promotion activities including respond promptly to phone and email enquiries; direct calls, take and manage messages; process incoming and outgoing mail; coordinate printing of education and FPT resources.</li> </ul>
	<ul style="list-style-type: none"> <li>• Coordinate education requests from schools and other organisations. For all FPT education programs: process booking forms; schedule, timetable (in accordance with FPT Workforce planning system/s), cost programs; coordinate venue, catering and travel arrangements, distribute program information and liaise with Educators.</li> </ul>
	<ul style="list-style-type: none"> <li>• Maintain records for the education and health promotion team including: an up-to-date database of stakeholders; training calendar; service fees; education programs, evaluation and feedback.</li> </ul>
	<ul style="list-style-type: none"> <li>• Participate in monthly workforce planning meetings; circulate agendas; take and distribute minutes, actions assigned and updated in Microsoft Teams.</li> </ul>
	<ul style="list-style-type: none"> <li>• Raise invoices, code income and expenses regarding education income and expenses and reconcile variances as required.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure compliance of data collection activities; identify trends, and communicate these to the Manager.</li> </ul>
	<ul style="list-style-type: none"> <li>• Attend and proactively participate in staff meetings and professional development and training as and when required.</li> </ul>
	<ul style="list-style-type: none"> <li>• Perform all other duties, for which you are reasonably trained and skilled to undertake to fulfil the responsibilities of the position.</li> </ul>

<b>SELECTION CRITERIA</b>	
I.	Excellent written and oral communication skills including a demonstrated ability to draft communications that positively reflect the education services of FPT.

2.	Demonstrated high level interpersonal skills and the proven capacity to work effectively as part of a team and engage professionally with colleagues, parents, carer's, school staff and the broader community.
3.	Demonstrated excellence in written, oral communication and affective language.
4.	Proficiency in Microsoft applications such as SharePoint, Teams etc.
5.	A commitment to the ethics and values of Family Planning Tasmania.
6.	Ability to work flexible hours and days on occasion to support organisational needs.

#### DESIRABLE QUALIFICATIONS AND KNOWLEDGE

1	Knowledge and understanding of the education sector, particularly primary and secondary school system.
2	Up to date knowledge of developments and trends in the health or education sectors.
3	Knowledge and understanding of sexual and reproductive health issues.
4	A Cert IV Business Administration and/or equivalent demonstrated experience.

#### SPECIAL CONDITIONS AND CLEARANCES

	<p>The successful applicant will be expected to have:</p> <ul style="list-style-type: none"> <li>• The Tasmanian Government has issued a Public Health Direction in relation to people working in health care settings. As such this role requires the successful candidate to either be vaccinated against COVID-19, or to possess a medical exemption from vaccination.</li> <li>• A Working with Vulnerable People Registration clearance and a National Police Criminal history check.</li> <li>• A current driver's licence and access to a vehicle (travel is reimbursed).</li> </ul> <p>Intrastate travel maybe required.</p>
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