

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Education
<b>Grading:</b>	HP Manager Y1-Y3
<b>Status:</b>	Full time, 38 hours per week
<b>Location:</b>	Newington (onsite)
<b>Responsible to:</b>	Director Planning, Education and International Programme
<b>Responsible for:</b>	Senior Education Officer Education Officers Clinical Education Coordinators Senior Course Administrator Instructional Designers Medical Officers - Education Nurse Educators Course Administrators
<b>Collaborates with:</b>	Medical Director State Nurse Operations Managers Manager Marketing Clinic Rostering & Workforce Logistics Manager Manager Health Promotion Manager International Programme

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### Our Organisation

*Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.*

*Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.*

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### Position Overview

The Manager Education will lead the development and implementation of innovative reproductive and sexual health education for Family Planning NSW. The role will involve managing the day-to-day operations of the Education Service and leading a team of talented highly qualified professionals to develop and deliver quality education.

You will be a skilled manager who is results-driven, possess excellent people management skills, have proven project management skills to be able to deliver multiple projects within contractual and business requirements.

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You will provide guidance, consultation and support to Family Planning NSW educators in the execution of their roles, including those responsible for development of course curriculum, curriculum design, course administration and evaluation of course delivery. You will be responsible for ensuring the on-going professional development of staff so that Family Planning NSW delivers high quality innovative reproductive and sexual health education and training.

Your role will involve maintaining relationships with key partners around specific projects, particularly NSW Ministry of Health, Local Health Districts, Department of Education, Primary Health Networks and other program partners.

Some travel within NSW is expected.

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### Selection Criteria

#### ***Essential (including qualifications)***

- Tertiary qualification in adult education, management or related field
- Extensive experience in the effective management of multidisciplinary teams to deliver outcomes in accordance with contractual requirements
- Experience in the effective management and quality assurance of structured, accredited clinical education and training programs
- Demonstrated knowledge and application of adult learning principles, teaching methodologies, curriculum development, various modes of delivery, including e learning and an understanding of their application to health education
- Demonstrated ability to lead a team through the design and implementation of change
- Demonstrated capacity to work effectively with professional experts in the development and delivery of specific professional programs
- Experience in effective marketing and promotion of training programs
- Excellent project management, presentation, report writing and communication skills
- Expertise in Moodle or a similar Learning Management System

#### ***Desirable***

- Post graduate qualification in adult education, management or related field
- Sound knowledge of current reproductive and sexual health issues
- Demonstrated capacity to manage a Registered Training Organisation, and supervise ASQA, NESA, RACGP accreditation

#### ***Values***

- Family Planning NSW is a pro-choice organisation
  - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
  - As an abortion service provider, all FPNSW staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
  - For this role, that means that FPNSW Education Service delivers high quality training in pregnancy options, including medical and surgical abortion
- Must support the Family Planning NSW values:
  - Human rights focus - promoting the rights of all people to reproductive and sexual health

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- Integrity - maintaining a strong ethical base, being accountable and transparent
- Inclusiveness - valuing and respecting diversity without judgement
- Equity of access - ensuring access to our services for all including priority populations
- Client centred - placing the needs of the whole person at the centre of our work
- Commitment to excellence - ensuring high standards in all our work
- A just culture – a balanced accountability for both individuals and the organisation

### ***Other requirements***

- A Criminal Record Check is required prior to commencement in this role
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### **Key Responsibilities**

- Jointly plan and oversee the implementation of all FPNSW Education Service programs
- Maintain a high standard of practice across all education and training programs and activities provided by Family Planning NSW
- Coordinate the development, implementation and evaluation of education service programs in accordance to contractual and organizational requirements and stakeholder need
- Manage the administration, delivery and continuous improvement of all Education Service programs
- Manage the Family Planning NSW Registered Training Organisation in accordance with all Australian Quality Training Framework requirements
- Ensure that education programs are developed and managed in accordance with the standards issued by the Royal Australian College of General Practitioners, Australian College of Nursing, NSW Education Standards Authority, Australian College of Rural and Remote Medicine and comply with the Australian Quality Training Framework as appropriate
- Manage and coordinate the work of the Education Service staff including Clinical Education Coordinators, Instructional Designers, Course Administrators and internal and external trainers
- Work with the Director Planning, Education and International Projects and Director Clinical Operations to implement a streamlined Family Planning NSW Education Service
- Establish and maintain links with relevant internal and external stakeholders
- Establish and maintain an effective working relationship with the Department of Education and Communities and key stakeholders in order to plan and deliver reproductive and sexual health education programs to the Schools sector
- Contribute to the development and implementation of the FPNSW Strategic Plan 2018-2022 and annual business plans for Family Planning NSW and the Education Service
- Oversee and monitor budgets and educational resources including assisting in the preparation of annual budgets
- Manage the production of annual course calendar for all Education Service programs and ensure ongoing marketing of the courses in consultation with the Communications and Marketing Unit
- Promote Family Planning NSW as a leader in reproductive and sexual health education
- Facilitate and maintain effective communication in the Education Service and between staff and management

### ***Financial and resource management / administration***

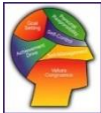

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- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW




### **Work health and safety**

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

### **Family Planning NSW Capability Framework**

Capability Group	Capability Name	Level Descriptor
<b>Personal Attributes</b>  	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Advanced
<b>Relationships</b>  	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Advanced
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and	Highly Advanced

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Capability Group	Capability Name	Level Descriptor
	resolve issues and conflicts	
<b>Results</b>  	<b>Deliver Results</b> Achieve results through efficient use of resources and a commitment to quality outcomes	Advanced
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	Highly Advanced
	<b>Demonstrate Accountability</b> Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Highly Advanced
<b>Business Enablers</b>  	<b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk	Advanced
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	Advanced
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	Advanced
<b>People Management (supervisory roles only)</b>  	<b>Manage and Develop People</b> Engage and motivate staff and develop capability and potential in others	Advanced
	<b>Inspire Direction and Purpose</b> Communicate goals, priorities and vision and recognise achievements	Advanced
	<b>Optimise Business Outcomes</b> Manage resources effectively and apply sound workforce planning principles	Advanced
	<b>Manage Reform and Change</b> Support, promote and champion change, and assist others to engage with change	Highly Advanced

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### Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

#### Position holder:

Name:

Signature:

Date:

#### Supervisor:

Name:

Signature:

Date:

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