

Job Description

25 November 24



EDUCATION MANAGER Corporate Affairs

Reports to: Director, Corporate Affairs

Direct reports to this position: Education Lead, Outreach Producer

SBS Values, Vision and Purpose

The *Education Manager* is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices.

At SBS, we expect you to be audience obsessed, bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are passionate about working together to fulfil SBS's purpose and create a more inclusive society.

Division – Corporate Affairs

The Corporate Affairs Division provides support to SBS through a range of internal and external stakeholder engagement, including government and regulatory affairs; community engagement and outreach; codes of practice advice; corporate communications advice and management; audience relations management; and secretariat support to the SBS Board.

Role Purpose

The Education Manager leads and assists the SBS Learn and Outreach function in developing and delivering high quality education resources (and associated activities), with resources published on SBS platforms, predominantly SBS Learn - SBS's dedicated site for school teachers and educators (www.sbs.com.au/learn).

Resources are directed to amplifying SBS content and strategic priorities, in line with SBS's purpose to inspire all Australians to explore, respect and celebrate our diverse world and in doing so, contribute to a cohesive society.

Job Description

25 November 24



Main Responsibilities

Resource Development:

- Lead and contribute to the development the creation of high-quality, Australian Curriculum-aligned educational materials in line with SBS content and strategic objectives, such as lesson plans, teaching guides, multimedia content, programming suggestions and online resources.
- Ensure resources are engaging, accessible, and tailored to the needs of educators in diverse classroom settings.

Strategy and Execution:

- Lead the development and implementation of SBS Outreach strategy (incorporating SBS Learn) as guided by educational policies and practices.
- Establish and maintain relationships with key education stakeholders, including educators, schools, teacher associations, and other educational institution. Ensure they are aware of and have access to the resources available.
- Coordinate webinars, workshops, and other professional development events for teachers.
- Oversee collaborative partnerships with external project partners and suppliers to ensure content quality and relevance, including ensuring that outputs are culturally informed where appropriate, and in line with the SBS Purpose.
- Develop and execute activities associated with the Outreach function, such as screenings or onsite visits to schools or other locations as relevant.

Impact and Reporting:

- Collect data on resource usage, learning initiatives and engagement to assess success and identify areas for improvement.
- Track and evaluate the effectiveness of educational resources and outreach efforts through feedback from teachers and program participants.
- Prepare regular reports on progress, activities, and resource impact for senior leadership.
- Maintain an understanding of the education, media industry, public broadcasting and relevant political landscape, and work closely with a range of internal stakeholders to ensure communications activities are aligned with strategic objectives.

Team Leadership and Development:

- Undertake work in a timely, collaborative and responsive way that reflects and upholds SBS's Charter, Vision and Values; foster a positive and proactive work environment within the wider Corporate Affairs division and across SBS; and comply with all SBS's policies, procedures and practices including the Code of Conduct.

Job Description



25 November 24

- Effectively lead the Education team, including communicating organisational and divisional goals, providing a clear sense of direction to team members and supporting ongoing performance and development.
- Model and promote SBS Values through appropriate standards, interactions and behaviours.

Collaboration and Innovation:

- Collaborate across SBS, including marketing, content areas, technology, product development, and research, to ensure alignment with organisational goals and priorities.
- Stay up-to-date with trends in education, digital learning tools, and teacher professional development to ensure resources are current and forward-thinking.

Minimum requirements of the role

- A minimum of 10 years' experience in Educational roles, with a strong understanding of the Australian Curriculum and proven experience of interpreting and implementing learning outcomes.
- Experience leading a team, preferably overseeing content development and/or educational outreach programs.
- Strong understanding of K-12 education systems and the needs of teachers, educators and how students best learn.
- Experience with project management, including overseeing timelines, budgets, and cross-functional collaboration.
- Creative thinker with a focus on continuous improvement and innovation to support teachers in their professional growth and day-to-day teaching.
- Exceptional written, verbal and interpersonal skills and an ability to communicate effectively at all levels (internally and externally) with a clear understanding of the need for diplomacy, tact and confidentiality
- Demonstrated ability to identify, develop and deliver communications campaigns and/or opportunities which effectively support an organisation's strategic objectives.
- Strong strategic and critical thinking, proven ability to make effective decisions taking into consideration a range of factors.
- Excellent organisational and administrative skills, including the ability to work under pressure, meet deadlines and budgets, and determine priorities.
- Proven ability to plan and execute activities on multiple projects simultaneously.
- Proficiency in using digital tools and platforms for content development, communication, and collaboration.
- Outstanding stakeholder engagement skills, with demonstrated ability to influence, build and maintain positive working relationships with diverse stakeholders.

Job Description



25 November 24

- Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in considering and resolving issues.
- Experience and comfort working in a fast-paced and dynamic team environment.
- Experience managing and/or mentoring staff, including direct reports as well as those beyond your immediate team.
- This role requires some interstate travel from time to time, and work outside standard hours according to business needs.

Key relationships with other roles and external stakeholders

- Director, Corporate Affairs
- Senior Consultant
- Corporate Affairs Divisional staff
- Divisional Directors and Senior Management
- Content, Technology and Marketing teams within SBS

Key Capability		
Capability	Level	Behaviour
Coaching (People Leader Capability)	Function	<ul style="list-style-type: none">• Plays the role of coach• Consistently identifies opportunities for coaching• Knows when and how to use coaching methodologies• Acknowledges individual differences and leverages strengths• Establishes the agenda of the coachee before one's own• Considers how the staff they are coaching (the 'coachee') can raise self-awareness• Facilitates the coachee to explore options and take ownership• Reads verbal and non-verbal cues to gain commitment to action• Sets the example for ethical behaviours in all coaching interactions
Initiative	Function	<ul style="list-style-type: none">• Ensures team members complete assigned tasks without constant supervision• Anticipates obstacles to achieving team goals

Job Description

25 November 24



		<ul style="list-style-type: none"> • Creates opportunities to improve team's/function's performance • Seeks out opportunities to improve processes and tasks • Generates initiatives to enable teams to meet their goals
Influence and Persuasion	Function	<ul style="list-style-type: none"> • Ensures individuals/team respect the views of others during negotiations • Gathers support from individuals/team or relevant others regarding own idea/position • Uses experts or other third parties to influence • Understands different communication styles whilst maintaining goodwill • Anticipates and prepares for others' reactions/agendas
Organisational Awareness	Function	<ul style="list-style-type: none"> • Turns business objectives into commercially focused team goals • Understands the impact of organisational policies &/or procedures on the function • Ensures satisfaction by addressing both business and customer needs • Considers impact of potential risks, and/or opportunities on the team/function • Is aware of market/industry dynamics • Considers the financial implications of decisions regarding the team/function • Uses financial reports to encourage team performance and to inform team decision making
Planning and Organising	Function	<ul style="list-style-type: none"> • Plans and prioritises team activities and deliverables • Establishes short-term and medium-term plans • Organises resources and activities to meet short-term and medium-term plans • Applies foresight and plans for contingencies • Provides clear instructions regarding team responsibilities and accountabilities • Works to priorities and meets team/functional deadlines
Relationship Building	Function	<ul style="list-style-type: none"> • Develops strong internal and external networks to assist with mutual goals

Job Description

25 November 24



		<ul style="list-style-type: none">• Encourages others to develop strong internal and external networks• Uses key relationships to facilitate the achievement of team goals• Role models effective collaborative networking
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Workplace Health & Safety

- Effectively promote and manage the work health and safety arrangements for the team as prescribed by the Health & Safety Management Arrangements.
 - Work Health & Safety Act (Cth) 2011
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 - WHS Hazardous Manual Tasks Code of Practice 2018
 - Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2018
- Ensure employees are :
 - made aware of their WH&S responsibilities
 - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
 - follow safe work practices
- Ensure the physical and psychological safety of the workplace under your control by:
 - ensuring regular workplace inspections are scheduled and conducted, involve the relevant HSR and recommendations made are actioned in a timely manner
 - ensuring compliance with the relevant standards and legislation in relation to purchase and provision of accommodation, furniture and equipment
 - identifying changes in the workplace/processes that may affect safety and ensuring that any associated risks are identified, assessed and controlled
 - verifying the effectiveness of control measures at appropriate intervals including monitoring compliance with safe operating procedures, site induction requirements and Permits to Work; and
- Ensure all WH&S reporting is accurately completed and submitted within specified timeframes and any follow up actions are completed
- Support/implement early intervention strategies and return to work programs.