

Comprehensive Position Description

Position:	Coordinator/Project Officer, ACT Safe and Inclusive Schools (SAIS) Initiative
Location:	Canberra, Australia
Organisational Unit:	Education Health Promotion & Training
Reports to:	Manager Education Health Promotion & Training
Salary/Classification	SHFPACT Enterprise Agreement Level PO 2 Salary range: \$67,012 - \$71,886 (FTE, pro rata PART-TIME 0.6 FTE) SHFPACT offers FBT-exempt salary packaging as a Health Promotion Charity.
Note	<i>The position title (Coordinator or Project Officer) and salary offered will be commensurate with the demonstrated qualifications and experience of the successful applicant. This is a fixed-term appointment to June 2021.</i>

Job Summary:

The Coordinator or Project Officer for the ACT Safe and Inclusive Schools Initiative works as a team member of SHFPACT with a broad range of local stakeholders of the SAIS Initiative across the health and community services and schools/education sectors. The SAIS Initiative is dedicated to assisting all schools and education programs in the ACT to develop and maintain safe, inclusive environments for all students regardless of their gender presentation/identity, intersex status or sexual orientation.

This position focuses on school community and sector stakeholder engagement, within an agreed framework designed with ACT Education Directorate and other stakeholders. In particular, the position involves a focus on workforce development and the provision of high quality professional development to educators and other staff in school communities. The position is part-time up to 22.5 hours per week.

Please note, funding for this project is committed only until June 2021. Continued employment in this position beyond this time is dependent on sourcing continuing funding.

Organisational Context and Practice Framework

ACT Safe and Inclusive Schools (SAIS) Initiative is funded by the ACT Government – Education Directorate and delivered by Sexual Health and Family Planning ACT (SHFPACT) supported by a range of health, community and education sector stakeholders. The Initiative goal is that school and educational programs within the ACT are safe, inclusive environments for all students regardless of their gender presentation/identity, intersex status or sexual orientation.

This includes supporting individual student needs, welcoming and celebrating community and family diversity, and building school cultures where it is unacceptable for there to be any form of prejudicial, discriminatory, harassing or violent behaviour on the basis of gender presentation/identity, intersex status or sexual orientation.

The Safe and Inclusive Schools Initiative aims to assist the ACT Education Directorate, Canberra Public Schools and interested Catholic and Independent schools to appropriately implement relevant existing policy and procedures to:

1. Build the capacity (knowledge, skills and confidence) of school and educational staff within the ACT to support same sex attracted, intersex and gender diverse students, staff and families within school communities.
2. Build the capacity (knowledge, skills and confidence) of schools and educational staff within the ACT to increase awareness of diversity in relation to gender presentation/identity, intersex status and/or sexual orientation, and to increase all students' capacity to be socially responsible citizens.

3. Build the capacity (knowledge, skills and confidence) of school leaders to lead positive change in schools that reduces prejudice, discrimination and harassment on the basis of gender presentation/identity, intersex status and/or sexual orientation and that supports all students to learn, thrive and live fulfilling lives.
4. Assist school communities to model and share effective approaches to achieving the objectives of the Initiative and to ensure ongoing sustainability by embedding them within existing networks and practices.

SHFPACT is a not-for-profit, non-government, membership-based organisation, and is a member of Sexual Health & Family Planning Australia (SH&FPA) - a network of independent, state-based Family Planning Organisations - and the International Planned Parenthood Federation (IPPF). Our membership is varied and includes community members and community organisations, government service providers, academics and health professionals.

Sexual Health & Family Planning ACT's (SHFPACT) purpose is improved sexual and reproductive health for the Canberra community, within a framework of human rights, social justice, and prudent financial management for long-term sustainability.

Sexual Health & Family Planning ACT identifies barriers to improved sexual and reproductive health as:

- a. the availability, accessibility and affordability of high quality health services;
- b. the availability of workforce skills development opportunities in the community that improve the responsiveness of primary healthcare providers, and other workers and carers in the area of sexual and reproductive health;
- c. access to accurate and appropriate knowledge and information to inform public policy and personal choices about sexual and reproductive health;
- d. the structuring of health and community support services in ways that create separation and 'silos' that do not reflect the lived experience of sexuality, sexual and reproductive health as an interconnected whole.

Sexual Health & Family Planning ACT identifies priority populations facing barriers to achieving improved sexual and reproductive health as:

- a. Young people
- b. People on low incomes or who are otherwise facing financial hardship and disadvantage;
- c. People from culturally and linguistically diverse backgrounds
- d. People with disabilities
- e. Aboriginal and Torres Strait Islanders, and
- f. People who identify as gay, lesbian, bisexual, or queer, and people who are same-sex attracted, sex and/or gender-diverse

Sexual Health and Family Planning ACT recognises that other population groups also face barriers to improved sexual and reproductive health, and develops and delivers responses consistent with these Ends informed by an evidence base, including research, policy priorities and frameworks, and needs assessment for new and emerging areas of work.

Duties and Responsibilities

- Service Delivery:**
- Support schools to provide opportunities for staff, students and families to lead positive change in their schools and to connect with the broader community
 - Provide advice, consultation and tailored support to schools, school communities and community organisation partners on specific issues and concerns, including guidance, information and referral support for schools to assist individual students or their parents.
 - Develop, deliver and obtain/maintain appropriate continuing professional development registration of professional learning programs for educators and other school staff.
 - Within the Guidelines and Communications Plan of the SAIS Initiative, convene working groups of relevant stakeholders to achieve the goals and objectives of the Initiative, and communicate about the activities and achievements of the Initiative in furthering these.
- Administration:**
- Attend to administrative functions relating to the program, including the documentation of service activity data, report writing and communications about the Initiative's activities.
 - Participate in SHFPACT team meetings, and participate professional development activities relevant to the role
 - Develop, implement and periodically review an annual project workplan in consultation with project stakeholders and SHFPACT management.
- Supervision:**
- Coordinate and oversee the activities of any contributing staff supporting partners to deliver key activities consistent with the agreed work plan.
[Coordinator only]
- Teamwork:**
- Facilitate a positive, respectful work environment and effective communication
 - Observe the SHFPACT Employee Code of Conduct and organisational policy and procedures in all communication with colleagues and in the resolution of grievances and conflict
- Workplace Safety:**
- Observe the responsibilities of all employees and supervisors in organisational Workplace Health & Safety policy and procedures
 - Promote workplace health & safety and adherence to organisational policy and procedures with supervised staff and colleagues
 - Observe the Employee Code of Conduct and organisational policy and procedures in the treatment of clients
- Other duties:**
- Undertake additional tasks as required to assist in the smooth running of the program, Unit and organisation.

Position Requirements

Key Relationships: Internal:

- Report directly to the Manager Education, Health Promotion & Training, and ultimately to the Executive Director;
- Work closely with other education and training, health promotion, and other professional staff in the planning and implementation of service delivery programs;
- Liaise with administrative and financial staff, medical officers and registered nurses to ensure the effective administrative operation of the organisation and enhance the profile and capacity of the organisation's service delivery programs;
- May supervise volunteers and student placements as delegated from time to time;

External:

- Public and private primary and secondary school staff, students and parents/carers in the ACT;
- Government agencies and departments, including funding and accreditation bodies;
- Health, disability, youth and community service providers;
- Tertiary education institutions;
- Relevant professional bodies and networking forums; and,
- Contractors and suppliers, including training service providers, as required

Employment Level SHFPACT Enterprise Agreement 2011-2013 Level 5 (Project Officer)

Classification

Criteria:

- Performance of duties requires a high level of skills and competence
- Works without close regular supervision of duties/tasks, seeks guidance or direction as required
- Applies general and some specialist knowledge and skills to a range of tasks
- Work is performed within established procedures parameters that involve exercise of discretion in problem-solving & decision making within the broad policy/procedures of the organisation in responding to variable or unpredictable circumstances with the guidance or direction of colleagues/supervisors as appropriate. Autonomy of decision-making is exercised in limited situations.
- Seeks advice from and provides advice to colleagues and peers in determining priorities and work planning
- Provides general advice to supervisors/management, and/or governing body
- Actively identifies and engages in opportunities for training and professional development within area of work and in identifying broad professional and skills development needs
- Consistently applies detailed understanding of the aims, work and operating context of the organization in performing tasks and duties, promotes the values and philosophical framework of the organization in all areas of work, and sets work priorities and goals accordingly
- Communicates regularly with all internal staff groups, relevant external contractors and suppliers, liaises routinely with relevant external stakeholders, and responds to all contacts with members of the public and refers as required, in performing tasks and duties and exercising responsibilities. May represent the organization publicly as directed within clearly defined limits.

SHFPACT Enterprise Agreement 2011-2013 Level 6 (Coordinator)

- Performance of duties requires consistently high and continually improving level of skills and competence
- Applies both specialist and general knowledge and skills to a wide range of tasks
- Work performed regularly involves exercise of discretion in complex problem-solving & decision making within the broad policy/procedures of the organisation and professional ethics frameworks in response to variable or unpredictable circumstances. Considerable autonomy of decision-making is routinely exercised within scope of practice, program/service or role.
- May lead and/or supervise other employees and volunteers
- Provides specific/specialist advice to colleagues, supervisors/management, and/or governing body
- Seeks advice from and provides advice to colleagues and peers to inform own review of task priorities and work planning, assists others to set and achieve agreed goals and priorities
- Proactive in management of own professional development through training and other knowledge/skills development opportunities
- Consistently applies detailed understanding of the aims, work and operating context of the organization in performing tasks and duties, promotes the values and philosophical framework of the organization in all areas of work, establishes, reviews and evaluates own work priorities and performance in light of this understanding, and contributes consistently to others understanding
- Communicates regularly with all internal staff groups, relevant external contractors and suppliers, liaises routinely with relevant external stakeholders, and responds to all contacts with members of the public and refers as required, in performing tasks and duties and exercising responsibilities. May represent the organization publicly within general delegations.

**Accountability,
Authority and
Delegations:**

This position is accountable for:

- i. Delivery of high quality, effective and efficient supports that deliver on the Initiative goal and objectives
- ii. Optimal service delivery performance within scope of authority and delegations, and within resource limits
- iii. Ensuring organisational systems and processes are functioning effectively, identifying risks to this effective functioning, and rectifying or remedying these risks within scope of authority and delegations, and resource limits
- iv. Provision of accurate and timely information and data about service activity and performance

This position has authority to:

- i. Propose and submit amendments and updates of Unit and organisation procedures, where these are consistent with organisational policy and decisions of the Council and management team, and within professional capacity and delegations
- ii. Respond to requests for service within professional capacity and program priorities
- iii. Respond to client complaints according to organisational procedures

**Special
Circumstances:**

This position works across the intersection of school systems and the wider community. Maintaining a high level awareness of the contextual norms and needs, and the ability to move between appropriate communication modes, in these settings is a critical element of professional capacity. Other special circumstances to be negotiated through work planning with supervisor.

**Performance
indicators:**

KPI 1 - Successful implementation of the agreed Annual Workplan (as varied by agreement)

Professional Capacity Profile:

An indicative, non-exhaustive statement of the kinds of qualifications, skills, knowledge, values & attitudes required to perform in the position, to be used as a guide for selection criteria at time of recruitment, and for professional development planning

- Qualifications:**
- Degree qualification in education, health promotion or a relevant discipline
 - Cert IV Training & Education, or equivalent
- Experience:**
- Evidence of experience in the delivery of training and resources to adults and young people
 - Evidence of knowledge and experience working within school environments
 - Experience in the delivery of education / projects or working directly with young people, particularly to achieve social change (including volunteer work)
 - Demonstrated experience in establishing/maintaining effective working partnerships with diverse groups and organisations
- Values and Attitudes:**
- Understanding of, and professional commitment to, promoting sexual and reproductive health and rights within a pro-choice, client-centred and comprehensive framework
- Skills**
- Ability to manage projects and work within project budget and timeframe
 - Development, promotion, delivery and evaluation of health promotion and health education programs, activities and services.
 - Excellent interpersonal and written communication skills across a range of service and community settings with a strong client service focus.
 - Ability to interact respectfully and professionally with others' diverse values, attitudes and beliefs.
 - Competency and familiarity with the use of common computer-based file management, booking, database, spreadsheet, and word processing packages and software
 - Ability to prioritise and complete work tasks autonomously under minimal direction
 - Ability to work effectively as part of and contribute to a multidisciplinary team
 - Capacity to quickly acquire and apply new skills and information to new tasks and situations, including ability to acquire knowledge of sexual and reproductive health issues
- Knowledge:**
- Demonstrated knowledge of the needs of same sex attracted, intersex and gender diverse young people and families, LGBTIQ communities, and relevant government policy, stakeholders and service providers
 - Knowledge of the opportunities and challenges working within school environments

Selection Criteria

Essential:

- 1:** Degree qualification in education, health promotion or a relevant discipline
- 2:** Evidence of experience in the delivery of training and resources to adults and young people
- 3:** Evidence of knowledge and experience working within school environments
- 4:** Demonstrated experience in establishing/maintaining effective working partnerships with diverse groups and organisations
- 5:** Development, promotion, delivery and evaluation of health promotion and health education programs, activities and services
- 6:** Ability to manage projects and work within project budget and timeframe
- 7:** Understanding of, and professional commitment to, promoting sexual and reproductive health and rights within a pro-choice, client-centred and comprehensive framework
- 8:** Excellent interpersonal and written communication skills across a range of service and community settings with a strong client service focus.
- 9:** Demonstrated knowledge of the needs of same sex attracted, intersex and gender diverse young people and families, the LGBTIQ communities, and relevant government policy, stakeholders and service providers

Other Requirements:

- 1:** Current driver's licence and access to own vehicle for work use (kilometres reimbursed)
- 2:** Current unrestricted Working with Vulnerable People registration
- 3:** Availability for after-hours and weekend work (with notice) as required.