

**Skills for Education and Employment (SEE) Manager
Position Description
February 2023**

Title:	Skills for Education and Employment (SEE) Manager
Classification:	Manager Grade 1 Level A to Manager Grade 1 Level D (According to award)
Salary:	\$82,999.92 to \$87,907.27 plus superannuation of 10.5% per annum for a full time position (According to Djerriwarrh's internal scale). Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.
Status:	Full time fixed term contract until 30 June 2024
Award:	Labour Market Assistance Industry Award 2010

ORGANISATIONAL CONTEXT:

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's Mission Statement is 'empowering individuals and local communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Literacy and Numeracy services
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Foundation Skills For Your Future Program
- Victorian Certificate of Applied Learning (VCAL)
- Government (State and Federal) contracted training (Skills First)
- Djerriwarrh Community House

Youth services including:

- School Focused Youth Services
- L2P
- Better Futures (formerly Springboard)
- Reconnect

Employment services including:

- Jobs Victoria Employment Services (JVES) as a member of the west@work consortium
- ParentsNext
- Jobs Victoria Advocates Program

DJERRIWARRH'S VALUES:

Caring – we provide a safe and welcoming environment for all.

Respectful – we treat all people fairly and equally.

Inclusive – we are welcoming and put people first.

Adaptable – we respond to individual and community needs in a creative and flexible way.

Accountable – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

POSITION OBJECTIVES:

The SEE Manager is responsible for managing the Skills for Education and Employment program (SEE). SEE helps eligible job seekers learn the skills they need to get the job they want by improving their language, reading, writing, numeracy and digital skills.

SEE is funded by the Department of Employment and Workplace Relations.

The SEE Manager leads a team of staff including LLN teachers, Team Leaders, and a team of administrators to deliver LLN education and training. The position has direct operational responsibility for Djerriwarrh's delivery of the SEE Program in Sunshine, Melton and Ballarat. This position is based in Sunshine.

The SEE Manager works collaboratively with, the AMEP Manager and the Compliance Manager to ensure courses delivered are meeting the requirements of the relevant contracts and the AQTF and VRQA.

The SEE Manager meets with the Senior Manager AMEP & SEE on a regular basis to review the current performance of each activity against set targets within their scope of responsibility.

The SEE Manager participates with the Chief Executive Officer, the Senior Manager AMEP & SEE and other staff in positions of responsibility in monthly Leadership Team meetings and monthly compliance meetings.

DUTIES & RESPONSIBILITIES

Strategy & planning

Support and advise the Senior Manager AMEP & SEE, Chief Executive Officer (CEO) and Board (if and when appropriate) by:

- Taking an active role in developing and implementing the team operational plan, in line with Djerriwarrh's strategic direction
- Supporting the Senior Manager AMEP & SEE, CEO and Board (if and when appropriate) with on-going strategy development
- Participating in Leadership Team meetings
- Assisting with other issues/matters as required

Business development

- Developing new business for the teams' programs and services including leading/participating in tenders and applications
- Marketing and promoting the teams' programs and services internally to staff as well as across the specified Djerriwarrh region ensuring all promotional materials meet contract, and AQTF and VRQA requirements (where required)

External relationships

- Representing Djerriwarrh in partnerships as required
- Representing Djerriwarrh at industry forums as required
- Representing Djerriwarrh within established networks as required
- Maintaining strategic and funding body relationships as required

Managing programs

- Responsible for maintaining relevant and up-to-date skills, knowledge and experience of programs and services delivered within the team. This includes:
 - ▶ SEE
 - ▶ AQTF and VRQA compliance
- Keep up to date with contract variations, trends and developments in government policies and directions
- Monitoring key performance indicators of the individual programs as outlined in contracts and the operations plan

Managing staff

Managing team members including:

- Staff recruitment and selection
- Staff induction
- Developing work plans
- Employment agreements and reviews
- Performance management and reviews
- Contributing to the training and development of team members
- Coaching and mentoring staff to ensure optimum program performance

Managing financials

Monitor financial performance of the programs within scope of responsibility including:

- Monitoring the performance of the programs within the team against budget
- Meeting individual program's revenue targets
- Understanding and controlling individual program expenses
- Actively participating in leadership team financial meetings

Managing risk & compliance

- Ensuring appropriate WHS practices
- Regularly reviewing and improving internal systems including relevant data management systems
- Ensuring compliance with Djerriwarrh Policies and Procedures
- Ensuring compliance with AQTF and VRQA Standards
- Ensuring compliance with relevant contracts and associated guidelines
- Ensuring compliance with Memorandums of Understanding (MOU) for consortiums or partnerships where applicable

CONDITIONS OF EMPLOYMENT:

The SEE Manager is a full time position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$82,999.92 to \$87,907.27 plus superannuation. This position may access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

Confirmation of employment

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Police and Working with Children Checks. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).
- Evidence of full vaccination (minimum 2 doses) of an approved COVID-19 vaccine.

Workplace Health and Safety (WHS)

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.
- Comply with WHS policies and procedures (including updated COVID-19 Safe practices and plans) and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, including Chief Health Officer Directions, regarding COVID-19 safe practices and requirements.

Site flexibility

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

Drivers licence

A current driver's licence is required.

Pre-existing injury

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

KEY SELECTION CRITERIA

Mandatory:

- KSC 1: Demonstrated experience in effectively managing projects and programs related to language, literacy, numeracy and digital education and training.
- KSC 2: Demonstrated experience in keeping up to date with government policy and direction in training and education.
- KSC 3: Demonstrated experience in identifying and developing new business.
- KSC 4: Highly developed interpersonal and communication skills inclusive of oral and written, negotiation, networking and facilitation.
- KSC 5: Well developed skills in effectively managing and supporting staff.
- KSC 6: Demonstrated experience in managing the financial performance of a program.
- KSC 7: Demonstrated experience in managing risk and compliance.
- KSC 8: Knowledge of LLN EAL/CGEA curricula, AQTF and VRQA requirements.

QUALIFICATIONS/SPECIAL REQUIREMENTS:

- Relevant tertiary level qualification in Education or related field.
- A commitment to Equal Opportunity and Occupational Health and Safety principles and practices.
- Commitment to continuous improvement and customer focussed quality service delivery.

REPORTS TO:

Senior Manager AMEP & SEE

SUPERVISES:

SEE Teachers, Team Leaders and Administration staff

IMPORTANT NOTES:

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
 - ▶ Racial Discrimination Act 1975
 - ▶ Sex Discrimination Act 1984
 - ▶ Disability Discrimination Act 1992
 - ▶ Disability Act 2006
 - ▶ Equal Opportunity Act 2010
 - ▶ Charter of Human Rights and Responsibilities Act 2006
- Services are conducted in compliance with relevant sections of the:
 - ▶ Privacy Act 1988
 - ▶ Freedom of Information Act 1982
- Djerriwarrh is a child safe organisation and complies with:
 - ▶ Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
 - ▶ Working With Children Act 2005
- Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.
- COVID-19 Response – Djerriwarrh complies with all current government and health expert advice for conducting a COVID-Safe business and has established COVID-Safe Plans across all our service and administrative site locations.

Declaration	
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.	
Employee	Name: Signature: ___/___/___
Manager	Name: Signature: ___/___/___