

Role Statement

ROLE TITLE	Education Manager	Position No.	P02446
CLASSIFICATION	ASO5	Date Classified	2017
DIVISION	South Australian Maritime Museum		
DIRECTORATE	History Trust of South Australia		
TYPE OF ENGAGEMENT	Term Contract		
ANZSCO Code	4221		

ESSENTIAL QUALIFICATIONS *(to be considered for these duties it is essential that you have the following)*

- Nil
- Desirable – qualifications in education

ROLE PURPOSE / CONTEXT *(primary purpose as relates to HTSA strategic objectives)*

The Education Manager will contribute to the planning, management and successful delivery of SA Maritime Museum (SAMM) programs for teachers and learners, model best-practice teaching and learning and ensure programs meet the objectives of the Teaching for Effective Learning Framework and the Australian Curriculum.

The Education Manager will develop, manage and promote programs within agreed goals, budgets and timelines, evaluate their effectiveness and ensure continuous improvement.

REPORTING / WORKING RELATIONSHIPS *(to whom the person reports; staff for whom the person is responsible; internal and external working relationships)*

- Reports to: Director, SA Maritime Museum.
- HTSA (Migration Museum & National Motor Museum) - to ensure high quality content of programs and ensure that they align with HTSA priorities.
- Schools - for promotion and implementation of programs.
- Teachers - for professional development and promotion of programs.
- DECD - to ensure programs are based on current best practice.
- Organisations such as the Friends of *One & All* and the Adelaide Dolphin Sanctuary to present collaborative programs.
- SA Maritime Museum staff - to develop positive professional relationships with team members and stakeholders, and contribute to a team approach and culture that is highly responsive to the needs of SAMM and its customers.

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SECTION A:	RESULTS TO BE ACHIEVED <i>(the outcomes, outputs, services, tasks and products arising from the duties)</i>
<p>Results area</p> <ul style="list-style-type: none"> • develop programs that are responsive to teacher and learner needs to ensure that they achieve their learning outcomes and have an engaging and positive experience. • Deliver education programs to visiting school groups. • Model best-practice teaching and learning and ensure programs are planned and presented within the <i>Teaching for Effective Learning Framework</i> and the Australian Curriculum. • Consult with educators and leaders within the Department of Education and Child Development (DECD) and schools and demonstrate effective teaching practices and strategies when working with teachers, students and SAMM staff. • Provide professional development opportunities to teachers through the development of programs related to exhibitions and other programs at SAMM. • Incorporate digital technology and new media where applicable to support project outcomes and extend the reach of the SAMM to remote locations. • Ensure equity in participation by visiting schools, particularly those deemed disadvantaged and ensure that SAMM programs and resources are accessible and inclusive to all students. • Collaborate with other SAMM staff to ensure that programs meet the educational and cultural needs of learners and the professional needs of teachers. • Apply project management experience to oversee and promote programs within agreed goals, budgets and timelines. • Evaluate the progress and effectiveness of programs, review priorities and report on achievements against agreed plans. • Collect, monitor and analyse data and share it with relevant staff to inform planning and continuous improvement. • Adhere to relevant policies and procedures and actively engaging in professional learning opportunities. 	
<p>SPECIFIC REQUIREMENTS <i>(e.g. Act / Award; location; WHS requirements; travel requirements; frequent overtime, etcetera)</i></p>	
<ul style="list-style-type: none"> • Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD & HTSA policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity /diversity strategies of the public sector. • Engagement in this role is subject to a satisfactory Department for Communities and Social Inclusion Criminal History Check or National Police Check. A renewal will be required every 3 years. • Out of hours work may be required. • Intra state and interstate travel may be required. • The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role. 	

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SECTION B:	SELECTION CRITERIA <i>(The skills, knowledge and personal attributes that underpin successful job performance. List 8-10 criteria critical in enabling the person to achieve to a high level.)</i>
TECHNICAL EXPERTISE	
Sound knowledge of the Australian Curriculum.	
Understanding of learning in an out-of-school or community context.	
PERSONAL ABILITIES	
High level communication skills, ability to relate to a range of different audiences and to deliver education programs to visiting school groups.	
Demonstrated skills in organisation, working independently and managing competing demands.	
Demonstrated ability to work successfully and flexibly as part of a team and contribute positively to a spirit of team cooperation	
Demonstrated ability to use new technology in education programs	
Model PS Act public sector principles and practices, ethical decision making, WHS and injury management, equity / diversity strategies, and change management	
EXPERIENCE	
Successful experience in developing and delivering teaching and learning programs for students and teachers across a range of year levels.	
Successful experience in project management including planning, implementing, documenting, evaluating and reporting of program outcomes.	
Ability to engage on a professional level with teachers.	