



## Position Description

<b>Role title:</b>	Education & Health Promotion Manager
<b>Department/location:</b>	Education, Training & Health Promotion
<b>Immediate Manager:</b>	Chief Executive Officer
<b>Direct Reports:</b>	Senior Educator, Educator(s), Project Officer, Education Administration
<b>Employment arrangement:</b>	Permanent full time

### Position Purpose

Family Planning Tasmania (FPT) is committed to dealing with some of the state's biggest social issues by delivering first rate education and clinical services to all Tasmanians and leading and advocating for reproductive and sexual health issues. Family Planning Tasmania (FPT) operate services across a wide section of the community including youth; Aboriginal people; financially and socially disadvantaged; culturally and linguistically diverse communities; people with disability and their carers; gay, lesbian, bisexual, transgender, transsexual, intersex and queer communities.

The Education, Training & Health Promotion (ETHP) Manager will provide FPT with expert management services across the organisation and with a focus on the education, training and health promotion operations of FPT to ensure the delivery of FPT's strategic, operational and business plans.

The ETHP Manager will work with the management team and the CEO to fulfil the organisation's strategic objectives

### Operational Context

The ETHP Manager is a member of the management team and reports directly to the Chief Executive Officer. The ETHP Manager is responsible for managing staff in the delivery of a suite of programs, projects and activities including:

- The Growing Up Program
- Disability and Additional Needs Program – one-to-one education and intervention; group education
- Relationships and Sexuality Education in secondary, tertiary and community settings
- Professional development programs focussing on teachers, school support staff, health workers, community workers and disability workers: SoSAFE!, Relationships and Sexuality Education
- Health Promotion Campaigns – eg National Condom Day

### Primary Tasks

- Manage the delivery and evaluation of education and health promotions programs, projects and activities within allocated budget



- Manage EHP staff including supervision, setting performance objectives, developing performance, fostering continuous improvement in service delivery and ensuring high standards of professional service and evidence-based practice
- Participate as part of the leadership team in the management of the organisation to achieve organisational goals, strategic directions and overall accountability for FPT services
- Work in conjunction with management, staff and client groups to develop new products and identify and develop new markets for FPT services
- Secure funding to support service delivery and ensure financial sustainability
- Prepare relevant documents including reports, budget submissions, position statements, policies and procedures, grant proposals and budgets as required
- Assist in the development, delivery and evaluation of education, health promotion and professional development programs and activities
- Establish and maintain networks with relevant organisations and individuals and work with appropriate state and national agencies, government and non-government to increase respectful relationships and reproductive and sexual health outcomes
- Coordinate and manage the ongoing professional development of FPT educators and organise and attend education meetings, strategic planning workshops and other meetings, as required
- Represent Family Planning Tasmania at relevant professional meetings, forums and conferences
- Perform all such other duties as are reasonably necessary to fulfil the duties of the position

#### Generic Accountabilities – Manager

1. Lead and develop a high performance team aligned with FPT strategic direction and goals.
2. Establish appropriate goals and target for the education and health promotion team and support group(s) and individuals to achieve these goals and targets.
3. Conduct team meetings and individual supervision at which progress against goals and targets is reviewed and discussed.
4. Ensure team activities and behaviours support FPT values.

#### Generic Accountabilities – all Employees

1. Ensure personal and team contribution to support overall team effectiveness.
2. Monitor and report performance against KPIs and take corrective action as required.
3. Provide a safe working environment within your area of responsibility, actively participating in and supporting a ‘safety first’ business culture.
4. Ensure compliance with Statutory and Regulatory requirements, and FPT policies, processes and procedures.
5. Emulate FPT values in all work related activities.

### Role Relationships

Key internal relationships	Key external relationships
<ul style="list-style-type: none"> <li>• CEO</li> <li>• Practice Manager</li> <li>• Senior Medical Officer</li> <li>• Business Services Manager</li> <li>• Education, Training &amp; Health Promotion Board Sub-Committee</li> </ul>	<ul style="list-style-type: none"> <li>• DoE</li> <li>• DHHS</li> <li>• University of Tasmania</li> <li>• Tasmanian community organisations and communities</li> </ul>



## Selection Criteria

### Essential knowledge and skills:

- A developed understanding of health promotion and education and demonstrated experience and current knowledge of developments and trends in the education, training and health promotion sector
- Demonstrated management skills, preferably in the community sector, including policy development, business development, industrial relations management, change management and strategic planning
- Demonstrated high level interpersonal skills including negotiation, conflict resolution, staff support and performance management
- Demonstrated oral and written communication skills, including the ability to prepare written reports and policy documents, facilitate meetings, deliver public presentations and represent FPT on a range of committees and forums.
- Proven ability to develop, implement and evaluate service delivery programs and projects
- Demonstrated skills and experience in the development, delivery and evaluation of Professional Learning
- A commitment to the philosophy and values of Family Planning Tasmania
- A current drivers licence and access to a safe and well maintained vehicle
- Current Working with Vulnerable People Registration and Police Check required

### Desirable knowledge and skills:

- Teaching qualification or other relevant qualification(s)
- Knowledge and respectful relationships, sexuality and reproductive and sexual health



## Our Values

We demonstrate **EXCELLENCE** through:

- **Leadership**
  - We continually strive to be the leaders in sexual and reproductive health in our profession
  - We role model our values and lead by example as we deliver on our vision and strategy
- **Research and evidence**
  - Our professional practices are grounded in research and evidence
  - We are active learners and will maintain and develop our specialist skills

We demonstrate **EQUITY** and **EQUALITY** through:

- **Advocacy**
  - We promote the rights of all people to live free from discrimination
  - We proactively support people to safely and respectfully express their sexuality
- **Accessibility**
  - We promote equal access to our programs and services
  - We respect the right to self-determination
- **Social Justice**
  - We adhere to the principles of social justice
  - We will actively work to ensure we provide equitable programs and services

We demonstrate **INTEGRITY** through:

- **Honesty and Ethical Behaviour**
  - We are authentic and honest in all our interactions
  - We are consistent and authentically care for our clients and each other
- **Drive and Accountability**
  - We are accountable for our work and follow-through on our commitments
  - We have drive and commitment and are prepared to take calculated risks for organisational benefit

We demonstrate **COLLEGIALITY** through:

- **Openness and Respect**
  - We engage openly, respectfully and constructively with each other
  - We actively listen and keep an open mind
  - We respect each other, and the different perspectives we bring
  - We treat each other and our clients as equals who we value
- **Collaboration and Trust**
  - We work as a team and towards our shared goals
  - We trust each other to support and challenge us to be the best
  - We trust our colleagues and the expertise and experience they bring
  - The decisions we make are equitable and openly communicated



## Our Philosophy

Family Planning Tasmania will promote and deliver its services to consumers in accordance with the following Philosophy.

Family Planning Tasmania believes that:

- Human sexuality is an integral part of life. It is shaped by gender, and by social, political, spiritual and cultural factors, and is subject to lifelong dynamic change
- Everyone has the right to live free of discrimination, regardless of their age, gender, sexual orientation, marital status, ethnic background, religion or disability
- Everyone has the right to express their sexuality, provided they do not violate the rights of others. FPT recognises the right of all people to self-determination in the control of their fertility and to the enjoyment of satisfying and responsible sexual expression
- Everyone has the right to make informed choices about sexuality and to take responsibility for their own sexual and reproductive health; therefore everyone has the right to
  - unbiased and up-to date information about sexuality, and sexual and reproductive health matters
  - an awareness and understanding of sexual feelings
  - equity of access to appropriate health care services, including sexual and reproductive health care services and
  - lifelong learning about sexuality as an integral part of living.

Family Planning Tasmania aims to provide sexual and reproductive health clinic and education services that are consistent with these beliefs and with commonly accepted principles of social justice. The staff and Board of Family Planning Tasmania are committed to providing services in a manner that recognises the rights of individuals to be consistently treated with a non-judgemental, non-discriminatory, considerate manner, respecting their right to privacy and confidentiality.

All of Family Planning Tasmania's policies flow from the above beliefs.

## Version Control

Version Number	Date	Notes
Version 1.0	February 2015	Drafted by General Manager
Version 1.1	February 2015	Updated by Human Resources Advisor
Version 2.0	March 2015	Final draft by General Manager
Version 3.0	May 2017	Updated by CEO
Version 4.0	Feb 2019	Updated by CEO