

	Position Title: Director: Education		Team: Services		Region: Central
	Supervisor: Executive Director: Services	Delegations and Authorities: In Line with Delegations Policy	Band: n/a	Date Completed: June 2018	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>Reporting directly to the Executive Director: Services (ED Services), this position will lead and grow our portfolio of education-focussed programs and identify and maximise opportunities for collaboration with the Department of Education, Department of Health and Human Services and a range of other stakeholders within the human services and education sectors.</p> <p>This key role will be accountable for raising the profile of education as one of Berry Street’s key interventions and for collaborating with Directors and the Executive Leadership Team to ensure that education is a critical and integral part of the work we do.</p> <p>The role has particular responsibility for overseeing the work of the Berry Street Education Model (BSEM), Berry Street’s School (with four campuses) and for building on the pioneering work of the Berry Street Childhood Institute. We also intend to consolidate other Berry Street Education Programs within the Director: Education’s portfolio over the coming 6 months.</p> <p>The role is based at our Richmond office and is part of the broader Services Team.</p>
OUR VALUES	PRIMARY OBJECTIVES
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person’s heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<ol style="list-style-type: none"> 1. Ensuring Berry Street’s education programs are delivering the best possible education outcomes for those we work with. 2. Driving a culture of continuous improvement and ensuring we can demonstrate the impact of our education programs. 3. Strengthening the links between our education programs and other sectors. 4. Taking a policy and practice leadership role with government and the education and community sectors in relation to the education needs of vulnerable children and young people.
	REPORTING RELATIONSHIPS
	<p>This role reports to the ED: Services, who will provide supervision, support and an annual performance review.</p> <p>The Director: Education role has two direct reports - the Principal of the Berry Street School and Senior Advisor of Education. This will increase as we consolidate other Berry Street education programs within the education portfolio. The Education team currently consists of approximately 50 staff.</p>

KEY SELECTION CRITERIA

1. Significant experience in senior leadership and program management within the education sector.
2. Demonstrated understanding of the most effective ways in which to achieve educational outcomes for vulnerable children in mainstream and specialised educational settings.
3. Experience in leading and managing a school and achieving high quality outcomes for vulnerable students.
4. Strong influencing and communication skills.
5. Proven track record of researching and integrating Australian and international best practice within existing education programs.
6. Experience in collaborating with educators and stakeholders in design, development and implementation of education programs, particularly for vulnerable students.
7. Experience of using data to drive the design, start-up and development of evidence-based education programs, particularly for students experiencing disadvantage.
8. Highly developed analytical and conceptual skills.
9. Demonstrated understanding of the Values that underpin the organisation and the capacity to take a leadership role in promoting these throughout Berry Street.

QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ol style="list-style-type: none"> 1. Post Graduate qualification in Education. 2. Have provisional or full registration from the Victorian Institute of Teaching. 3. Staff must hold a valid WWCC, current driver's licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ol style="list-style-type: none"> 1. Broad understanding of the child and family services sector.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Leadership and Management	<ul style="list-style-type: none"> • As a senior staff member, provide organisational-wide leadership and role model the Values and culture expected within Berry Street. • Drive a culture built upon a continuum of best practice within a learning environment. • Support staff within the Education portfolio to provide leadership for their program areas, including strategic planning, change management, professional development and performance management, and the maintenance of a healthy work and learning environment. • Ensure that there are regular opportunities for team building, communication, program and policy development and professional development for the Education team. • Develop the annual Budget in consultation with the ED: Services and manage resources within this budget. • Provide support, supervision and annual performance reviews for direct report staff.
Strategy	<ul style="list-style-type: none"> • Actively participate in the organisation's Strategic Planning process. • Lead the implementation of the Strategic Plan within the education services, including the business plans for program areas and work plans for individuals.

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
The Berry Street School and other education services	<ul style="list-style-type: none"> • Ensure that all education programs are planned and delivered in a way that maximizes their quality, effectiveness and efficiency. • Develop and maintain an education - outcome focused culture, and use data to continually improve our education services. • Ensure the Berry Street Education Model is implemented effectively within the Berry Street School.
Berry Street Education Model (BSEM)	<ul style="list-style-type: none"> • Monitor the effectiveness of BSEM training. • Ensure that the BSEM is managed in a way that is financially sustainable. • Establish systems to monitor the impact of the Model on schools in which it is implemented. • Ensure the BSEM is continually reviewed and updated and remains relevant.
Oversight of risk management	<ul style="list-style-type: none"> • In collaboration with the ED: Services, implement the organisation’s risk management plan and strategy, and take responsibility for reviewing and implementing the specific risk register for the Berry Street School. • Provide risk analysis reports to the ED: Services and CEO, complete with actionable plans for avoidance or prevention of possible threats at all levels. • Oversee the systems and processes to monitor education related incident data and take appropriate action where required.
Oversight of quality process and systems	<ul style="list-style-type: none"> • Promote a culture of continuous improvement and ensure that systems exist to allow this to occur. • Establish, monitor, maintain and implement the quality action plan in relation to Berry Street’s education programs. • Ensure our education programs have high quality and up to date policies and procedures. • Ensure the organisation’s approach to child safety is implemented within our education programs and that policies, procedures, systems and processes are in place to ensure that our education programs meet the highest standards of child safety.
Oversight of compliance systems	<ul style="list-style-type: none"> • Ensure that systems and processes are in place to monitor compliance with Standards necessary to meet accreditation, legal and regulatory obligations, and with program requirements specified as part of funding arrangements. • Oversee, coordinate and report on compliance matters to the Board, management and staff. • Manage and oversee internal audits related to our education programs as required. • Monitor changes to legislation and regulations that may impact upon the obligations of the organisation, its officers and staff.
Networking, Promotion and Advocacy	<ul style="list-style-type: none"> • Represent Berry Street in key education forums and contribute to public debate about education needs of vulnerable children and young people. • Liaise, negotiate and advocate with the Department of Education and Training, other Government departments, Independent Schools Victoria (ISV) and relevant Ministers about the development of Berry Street’s education services and key issues specific to vulnerable children. • Liaise with other education stakeholders and community service organisations, and develop appropriate working relationships and partnerships. • Identify and promote existing and new opportunities to leverage Berry Street’s strengths and relationships to build our profile.
Organisational Culture	<ul style="list-style-type: none"> • Act in accordance with the Berry Street Code of Conduct, noting that Berry Street is a <i>Child Safe Organisation</i> committed to: <ul style="list-style-type: none"> ▪ Cultural safety, inclusion and empowerment of Aboriginal and Torres Strait Islander children, families & communities

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
	<ul style="list-style-type: none"> ▪ White Ribbon, Australia’s campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. ▪ The safety, participation and empowerment of all children and young people, including those who identify as LGBTI, those with a disability and children and young people from culturally and linguistically diverse backgrounds
Other	<ul style="list-style-type: none"> • In conjunction with the ED: Services, provide advice and support to the Board Education Committee and the Board as required. • Ensure that the ED: Services is advised about all significant issues in a timely manner. • Keep abreast of relevant theoretical, legislative and policy developments. • Provide monthly reports to the ED: Services and as required. • Participate in staff meetings and meetings of Directors as appropriate. • Other duties as required.

CONDITIONS OF EMPLOYMENT

1. This position is on a permanent, full time basis, working 76 hours per fortnight. Any additional hours are included in the remuneration.
2. You will be based at the Richmond Office but may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. The salary for this position will be negotiated commensurate with experience.
4. Terms and conditions of employment are set out in a contract of employment. Salary Packaging is available to all employees. The maximum value that can be salary packaged is set by the Australian Taxation Office, currently set at \$15,900 per annum. An annual fee for Salary Packaging will be charged by Advantage Salary Packaging and deducted directly from your fringe benefit allocation. Please refer to the Salary Packaging Policy for additional Meals/Entertainment packaging benefits.
5. You will be eligible for an annual motor vehicle allowance of \$10,500 (pro rata). This allowance is all inclusive for motor vehicle costs incurred during employment with Berry Street.
6. Superannuation will be paid at 10.5% into a compliant fund of your choice. Details about extra personal payments are available through the Payroll Manager.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 3 professional referees, evidence of right to work in Australia, a pre-employment health declaration, a Working With Children Check, a criminal records check and proof of identify and qualifications (where relevant).
8. The successful applicant must possess a current full Victorian Driver’s Licence, which must be sighted.
9. Under Victorian WorkCover legislation, it is the applicant’s duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.
11. It is expected that staff employed in supervisory positions will have completed or will undertake an accredited Supervision course within the first 6 months of employment.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

The following table outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regularly
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Present at formal inquiries and hearings including in other jurisdictions	Occasionally
People Contact	Liaise with government, non-government and community organisations.	Daily
	Facilitate access to specialist, generic and information and support services.	Daily
	Lead and manage staff who may display the full range of emotional expressions	Daily
	Undertake supervisory, recruitment, training and staff development activities.	Daily
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regularly