

Education Programs Manager

Award:	<i>Port Arthur Historic Site Management Authority Award</i>
Classification:	Professional Stream Band 3
Employment Status:	Permanent Full Time
Location:	Port Arthur Historic Site
Division	Interpretation and Experience

Position Objective:

To lead, develop, manage and deliver primary and secondary curriculum-based and lifelong learning programs to meet the learning needs of diverse education audiences. The role is based at Port Arthur but will be required to work from the other two PAHSMA sites - Cascades Female Factory in South Hobart and Coal Mines Historic Site on occasion.

Assigned Primary Duties:

- Manage and lead the overall PAHSMA education program and with the Director, Interpretation and Experience set the strategic direction and approach of the program; including identifying new opportunities and approaches
- Research, develop and deliver curriculum-based programs and experiences across the three PAHSMA sites in accordance with the organisation's objectives and priorities, and consistent with current curriculum
- Research, develop and deliver innovative life-long learning programs and experiences across the three PAHSMA sites in accordance with the organisation's objectives and priorities. This may include developing content for interpretative experiences such as exhibitions.
- Provide guidance, including professional advice on curricula, teaching methodology, student engagement and learning styles, to PAHSMA staff involved in the delivery of programs and identify opportunities to use programs across venues and in a range of contexts
- Lead the development and delivery of virtual learning programs for students and teachers using a range of digital tools
- Regularly evaluate education programs and analyse student and teacher feedback to identify improvement opportunities and for reporting purposes
- Identify and monitor relevant external trends and issues, and provide advice on these to staff and senior management
- Deliver the training of, and provide ongoing feedback to, PAHSMA staff who present education programs
- Build and maintain professional relationships with relevant stakeholders, including educators, the Tasmanian Department of Education and funding bodies, for the promotion, support, development and delivery of learning programs both on and off site
- Manage and mentor the Education Programs Officer and other more junior staff as required
- Contribute as required to the delivery of other Interpretation and Experience programs and projects

Level of Responsibility:

The Education Programs Manager is responsible for designated programs and projects that have an emphasis on learning that support the objectives of the Port Arthur Historic Site

Management Authority.

The incumbent is responsible for attendance to duties in a cooperative and professional manner,

participation in regular team meetings and maintenance of a cohesive team structure, compliance with PAHSMA policies and procedures and for showing diligence in punctuality and attendance. Regular liaison is required with other team members, internal and external stakeholders and the incumbent is expected to be courteous and well presented at all times. The incumbent is also responsible for appropriate use of tools, equipment and resources.

The incumbent has a responsibility to demonstrate willingness to participate in staff development activities and to continue to update knowledge and skills associated with their employment with PAHSMA.

Positions at this level involve the following Work Health & Safety (WHS) responsibilities:

- Exercise reasonable care in the performance of duties consistent with WHS legislation, policies and procedures
- Report and document all accidents/incidents
- Awareness of procedures in the Emergency Management Plan.

Direction/supervision received:

The Education Programs Manager reports to the Director Interpretation and Experience. The incumbent operates with considerable autonomy whilst providing leadership regarding the creative design, development and delivery of education programs and experiences. Guidance and instruction may on occasion be received on the implementation of highly technically solutions consistent with policy, regulatory and/or technological requirements and developments. The incumbent is responsible for contributing to the Department's strategic planning processes and on a day-to-day basis for the activities of relevant Interpretation and Experience staff, external contractors, and specialist consultants and volunteers in the carrying out of designated projects.

Vaccinations/Health Surveillance:

The following is recommended for this position:

Nil

Knowledge and Skills (Selection Criteria)

1. Demonstrated experience and expertise in leading, managing, developing and delivering a successful education program in a similar institution; including strategic program development, program documentation, training others in the delivery of education programs, and continual improvement and assessment of programs.
2. Advanced knowledge and teaching experience utilising the current Australian curriculum, in particular Australian History, and an understanding of the wider learning environment for a range of audiences, including families, schools, and adult learners – with delivery mechanisms including on-site, outreach and digital delivery
3. Demonstrated ability to creatively develop, in an audience focused manner, new education programs and content for a wide range of experiences and audiences using sound research, development and assessment methodologies.
4. Demonstrated keen interest and some experience in developing and delivering digital content and programs, supported by a high level of digital literacy.

5. High level communication skills, including proven ability to write for public facing outcomes, with the ability to develop partnerships and positive relationships with internal and external stakeholders
6. Proven high calibre strategic, conceptual, analytical and problem-solving ability in a complex organisation with sound decision making skills.

Qualifications and Requirements:

Essential:

Evidence of the following must be presented prior to appointment to this position:

An appropriate degree of at least three years duration, or equivalent, as provided by a University relevant to the professional duties to be undertaken.

Working With Vulnerable People Registration

Desirable:

Understanding of contemporary cultural heritage issues, particularly in relation to learning and interpretation in the context of a National and World Heritage listed cultural property

Post-graduate qualification in cultural heritage

First Aid

Current Driver's License

Industry recognised professional affiliations

Working at PAHSMA

The Port Arthur Historic Sites are important places of outstanding heritage value at local, state national and international level. They form part of the Australian Convict Sites World Heritage Property and are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world. All PAHSMA employees have a responsibility to ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage and to comply with the direction of the *Port Arthur Historic Site Management Authority Act 1987* and the *Port Arthur Historic Sites Statutory Management Plan 2008*.

Our Vision:

PAHSMA is globally recognised for excellence in telling the Australian convict story through outstanding conservation and tourism experiences.

Our Purpose

To conserve and enhance the heritage values of our world heritage convict sites and to share the stories of these places and the people connected to them.

Our Values

PAHSMA is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find PAHSMA a great workplace. Our decisions and behaviours are guided by the following values and belief statements:



Unity – we work as one to achieve PAHSMA’s Vision and Purpose

People Matter – we acknowledge and show respect to our people – past, present and future

Accountability – we hold ourselves, and each other, accountable for our actions and behaviours

Passion and Pride – we are committed to being world class

PAHSMA employment conditions

PAHSMA is an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training.

PAHSMA seeks to provide a healthy and safe workplace for all employees and the Authority has a ‘duty of care’ responsibility in this respect. Employees have a ‘duty of self-care’ to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. The Port Arthur Historic Sites are smoke-free.

PAHSMA is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (State Service Act 2000).

Jenny Goulding
People and Culture Manager

Jonathan Fisher
Chief Executive Officer

Certified Correct

Approved / Not approved

Date / /

Date / / ...