



Role Description

<p>Role Title: Project Manager, Professional Learning</p> <p>Classification: AS08</p>	<p>Group: Change, Communications and Partnerships</p> <p>Capability: Expert</p>
<p>Reports to: Program Manager, Change, Communications and Partnerships</p>	<p>Direct Reports: Event Coordinator</p>
<p>Role Purpose</p> <p>The Project Manager, Professional Learning is responsible for leading a team to design, coordinate, deliver and evaluate impactful professional learning and development, programs and services that support changes to educator practice needed to bring our strategic plan of a connected qualification and thriving students to life. The Project Manager, Professional Learning will also be required to evaluate the delivery of training and development services to educators and build and maintain effective relationships with key internal and external stakeholders, including SACE education project teams and program managers, schools, and external education consultants.</p>	

<p>Key Result Areas</p> <ol style="list-style-type: none"> 1. Actively engage and lead a high performing team in delivering a customer focused and positive workplace culture to achieve the SACE Board's strategic plan and priorities. 2. Lead and implement an internal learning and development program and procedures that builds the capacity of SACE staff to design, deliver, and evaluate impactful professional learning for educators. 3. Plan, coordinate, and evaluate the delivery of impactful professional learning and development for educators in line with the strategic objectives of the SACE Board. 4. Lead the operational functions of the team in delivering high quality services in accordance with the SACE Board delegations, and SACE Board and Government policies, procedures, and legislative obligations. 5. Foster an environment where employees are agile and innovative and drive continuous improvement in agency processes and systems to ensure they align with business needs. 	<ol style="list-style-type: none"> 6. Lead a holistic approach to positively foster, drive, and embed change through open and regular dialogue with stakeholders and employees to maximise opportunities and outcomes that enable the SACE Board's aspirational vision of leading educational change and student transformation. 7. Cultivate and model strong strategic working relationships and cross-functional collaboration with stakeholders to position the agency as a leader in education enabling students to thrive. 8. Ensure oversight and management of matters and considerations that impact on the planning, development, funding, and delivery of SACE Board professional learning services. 9. Establish and develop effective collaborations and a network of alliances with key stakeholders across schools, and the broader education sector to assist in the development and implementation of professional learning, programs, and services.
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<p>Qualifications: Relevant tertiary qualifications in Project Management, Education, Organisational Psychology, or related discipline.</p>
<p>Corporate Responsibilities Responsible for:</p> <ul style="list-style-type: none"> • Keeping accurate and complete records of business activities in accordance with the <i>State Records Act 1997</i>. • Maintaining a commitment to equal employment opportunity, inclusion and diversity, and work health and safety.
<p>Special Conditions</p> <ul style="list-style-type: none"> • Intrastate travel to regional and remote locations; international and interstate travel may be required. • Some out-of-hours work. • The incumbent works under the <i>SACE Board of South Australia Act 1983</i>. • Appointment is subject to a satisfactory working with children check obtained through the Department of Human Services to be renewed every 5 years before expiry or at the request of the SACE Board.
<p>Technical Capabilities <i>Essential</i></p> <ul style="list-style-type: none"> • Demonstrated ability to manage and lead a complex process and/or project to successful completion with a focus on value and impact. • Demonstrated initiative to apply systems-thinking to solve complex problems with an appreciation for multiple perspectives, nuanced relationships, and dependencies within a system. • Demonstrated ability to collaborate effectively and build relationships with individuals and stakeholders, both internal and external to the organisation. • Proven experience in undertaking organisation wide projects and activities with the application of service planning methods and project management methodology. • Demonstrated ability in researching , analysing , evaluating , and coordinating complex information and data and preparing concise, relevant and timely written documentation with recommendations.

<p>SACE Board Capability Framework (“The Framework”)</p> <p>The SACE Board Capability Framework spans across five (5) levels:</p>				
<p>Foundation (ASO1-2)</p>	<p>Intermediate (ASO3-5)</p>	<p>Advanced (ASO6-7)</p>	<p>Expert (ASO8-MAS3)</p>	<p>Architect (Executive)</p>
<p>Candidates should refer to Attachment One (1) regarding capabilities and behavioural indicators required for this level.</p>				