




Job & Person Specification

Title of Position			
Project Worker Safe Schools Anti-bullying Initiative			
Classification Code:	ASO4 Level 1 as per SHine SA's Enterprise Bargaining Agreement.	Organisational Unit:	Workforce Education & Development Division
Type of Appointment:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Casual <i>Subject to funding</i> <input type="checkbox"/> Other Term	Position Created:	June 2017
		Reviewed:	
		Version No:	1
Occupant:	Vacant		
Job and Person Specification Approval			
 _____ Chief Executive or Delegate		_____ 05 / 06 / 2017	

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1. Summary of the broad purpose of the position in relation to the organisation's goals	
<p>The Project Worker works with administrative and program staff to provide support and information to teachers, staff, families and students with a range of resources, advice and support to create safer and more inclusive school environments for same-sex attracted, intersex and gender diverse teachers, staff, families and students.</p> <p>This includes the implementation of a stakeholder engagement strategy to promote safer and more inclusive environments within Safe Schools Anti-Bullying Initiative member schools.</p>	
2. Reporting/Working Relationships	
Internal	<ul style="list-style-type: none"> Responsible to the Project Officer of Safe Schools Anti-Bullying Initiative SA. Collaborates with workers based in the Workforce Education & Development (WED) Division including the Focus Schools Program, Child Protection: Keeping Safe Program and other community programs outside the WED Division.
External	<ul style="list-style-type: none"> Collaborates with key LGBTI and education stakeholders and community members
3. Special Conditions	
Location	<ul style="list-style-type: none"> This position is based at Woodville but employees of SHINE SA may be required to work at any of SHine SA's service locations.
Other Conditions	<ul style="list-style-type: none"> Required to hold a current driver's license and be willing to drive. Some out of hours work, intra and interstate travel may be required. SHINE SA is a smoke free work environment; staff are required to observe this non-smoking policy.



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- Employees are required to undertake SHINE SA's performance planning, review and development program.
- Employees are required to contribute to and be involved in SHINE SA Quality Management system.
- Employees are required to work towards the implementation of SHINE SA Strategic Directions.
- Undertakes an appropriate sexual health course during or shortly after orientation and induction.
- Responsible for the proper management of records related to the position as per Records Management procedures of SHINE SA.
- Responsible for maintaining reporting requirements submitting relevant activity data on CHIS as per standards and guidelines of SHINE SA.
- Employees of SHINE SA may be required to work at any of SHINE SA's service locations.
- This appointment is subject to a satisfactory Child-related Employment Screening.

4. Authority

Levels/limits of authority in relation to finance, human resources and administrative requirements are defined by SHINE SA's policies and procedures.

5. Statement of Key Responsibilities/Duties/Scope of Practice

Provide support in

- implementation and evaluation of the Safe Schools Anti-Bullying Initiative;
- the delivery of school-based and external anti homophobia/transphobia and inclusive practice strategies (including delivery of training) as directed;
- all administrative tasks relating to the efficient running of the program;
- resource consultation and development;
- undertaking discrete projects and policy work.

Support and actively participate in a positive work culture and safe working environment within SHINE SA

- Contribute to a team environment which promotes positive learning and development, the safety and welfare of employees and acknowledges differences and encourages creativity, innovation and honesty;
- A positive approach and commitment to clients and community engagement practices is applied;
- A positive team is maintained by actively negotiating differences and dealing with conflict expediently and effectively;
- Information and knowledge is shared and gained through participation in meetings, forums, conferences and working groups.

6. Key Performance Indicators

- KPIs will be derived from relevant organisation and strategic documents
- Performance against the KPIs will be monitored via individual performance plans according to SHINE SA Policy and Procedure documents



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7. Work Health & Safety Responsibilities/Duties

Management Responsibilities:

- Responsible for ensuring staff adhere to WHS policies and procedures.
- Responsible for ensuring all staff are provided with adequate training in WHS issues, relevant to the workplace and their positions.
- Responsible for ensuring all staff are consulted and/or communicated with on matters that will affect or have affected their health and safety while at work.

Individual/Worker Responsibilities:

- Responsible for reporting all incidents or 'near misses' that are witnessed.
- Responsible for reporting for work in a fit and healthy state to commence duties.
- Responsible for not putting self and others at risk as a result of your action, or inaction.
- Adhere to all WHS policies and procedures during the course of your work.

8. Acceptance by Employee

I understand and accept the tasks, responsibilities, and accountabilities, as detailed in this Job & Person Specification for the position of **Project Worker**.

Signature: _____ / /

9. Confidentiality

I understand and agree that as a SHINE SA employee, or as a person having access to client information and/or client records at SHINE SA that I must hold this information in confidence.

Further, I understand that unauthorised disclosure, whether intentional or involuntary, of confidential information may be the cause for an investigation, disciplinary action or immediate termination of my employment and possibly result in Civil or Statutory Action against me.

I have read the Confidentiality Policy and accompanying procedures, and I fully understand and accept the necessity to maintain these standards.

Signature: _____ / /

10. Certified Correct

Approved: Manager _____ / /

Endorsed: CEO _____ / /

Occupant _____ / /



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Essential Minimum Requirements

Educational/Vocational Qualifications
No essential qualifications.
Personal Abilities/Aptitudes/Skills
This worker will be a young leader, with the personal abilities/aptitudes/skills to: <ul style="list-style-type: none">▪ engage positively and effectively with groups of young people in a range of settings;▪ maintain good working relationships with stakeholders in a challenging environment;▪ demonstrate values and attitudes that celebrate sexual diversity and gender diversity;▪ demonstrate values and attitudes which are consistent with SHINE SA's Strategic Directions;▪ problem solve and manage conflict constructively;▪ work effectively as a member of a multi-disciplinary team;▪ demonstrate creativity, initiative and leadership▪ use a range of technologies and software including social media and video.
Experience
<ul style="list-style-type: none">▪ working with young people;▪ participating in, or leading youth focussed activities.
Knowledge
<ul style="list-style-type: none">▪ Gender diversity and sexual diversity;▪ Youth engagement principles.

Desirable Characteristics

Educational/Vocational Qualifications (or willingness/interest in working towards this)
Cert IV Youth Work Certificate IV TAE Diploma of Youth Work
Personal Abilities/Aptitudes/Skills
<ul style="list-style-type: none">▪ Developing content for social media or video
Experience
<ul style="list-style-type: none">▪ Delivering training or public speaking▪ Working with same sex attracted and/or gender diverse young people▪ Working with young people to reduce homophobia and transphobia in schools▪ Working with young people to support gender diversity and sexual diversity in schools



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Knowledge

Knowledge and understanding of:

- health and wellbeing outcomes of same sex attracted and gender diverse young people in Australia;
- intersex variations.

Email a copy of this job description to the:

IT & Records Manager

Office Use Only

Personnel File

____ / ____ / ____

Electronic Job Description file

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