



Active Schools Expert Support Service Project Manager

POSITION DESCRIPTION

Position Title:	Project Manager
Employment Type:	Maximum Term contract (Oct 2021-Dec 30 2022)
Time Fraction:	0.5 FTE
Salary range:	\$121,000 - \$136,400 pa incl. superannuation (pro rata at 0.5 FTE)

About ACHPER Victoria

The Australian Council for Health, Physical Education and Recreation (Victorian Branch) is a professional association representing teachers and related professionals working in the fields of health education, outdoor education, sport education and physical education in Victoria. ACHPER Victoria is a member based, not-for-profit organisation with significant profile.

The Victorian Branch continues to build a strong reputation as a key provider of high-quality professional learning and resources. The organisation is governed by a volunteer board of directors and has a small, dedicated operational team. Our office is situated in the new Sports Stadium at La Trobe University Bundoora, Victoria. We are passionate about improving physical activity outcomes for all children and young people and are seeking like-minded staff who are motivated to achieve these outcomes. We offer a supportive workplace to enable our staff to meet their own professional goals whilst having fun in the process. We prioritise work-life balance models of employment to ensure we maintain a healthy, productive workforce. For more information, please go to <https://achper.vic.edu.au/>

Active Schools initiative

The Victorian Government is committed to helping young Victorians to be more physically active. An ambitious agenda has been set under the Education State, including a target for students to be happy, healthy and resilient. This includes specific goals for student physical activity.

To support schools to work towards these targets, the Government has released a [Joint Ministerial Statement on Physical Activity for Children and Young People](#) and is investing \$24 million in the [Active Schools initiative](#).

The Active Schools initiative aims to ensure all Victorian students have the skills, confidence and motivation to be active for life, building on existing programs and funding to boost support and resources to get schools moving. It includes a toolkit for school leaders and teachers, an expert support service (managed and overseen by ACHPER Victoria) and funding for schools.



The [Active Schools Framework](#) outlines six key priorities of an Active School, recognising there is no single solution to shifting inactivity; it takes a multifaceted and systemic effort. The six key priorities of Active Schools are Quality Physical Education, Quality School Sport, Active Classrooms, Active Travel and Active Recreation. The sixth priority is a supportive school environment that provides space and encourages students to be active.

Active Schools Expert Support Service

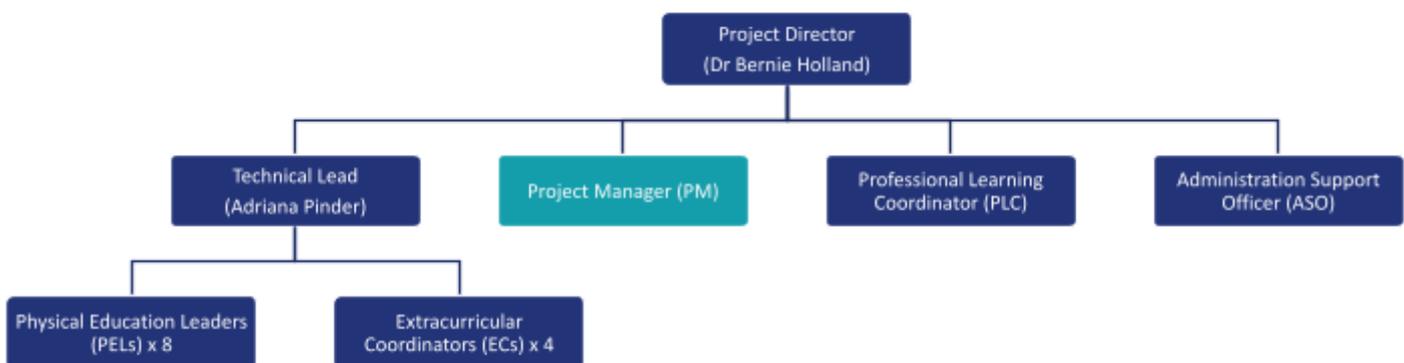
Under the Active Schools initiative, an expert support service has been funded to provide on-the-ground and direct support to implement an Active Schools approach and coordinate additional extracurricular activities.

ACHPER Victoria has been funded by the Department of Education and Training to deliver the Active Schools Expert Support Service which consists of two streams:

- Eight Physical Education Leaders (PELs) providing leadership and capacity building support - provision of leadership and on the ground mentoring and capacity building to enable schools to implement the Active Schools framework and deliver quality physical education.
- Four Extracurricular Coordinators (ECs) providing extra-curricular support - direct support to schools to implement an extra-curricular program that meets the needs of their student population.

Who makes up the Active Schools Expert Support Service Team?

ACHPER Victoria is seeking to employ a number of highly motivated and experienced staff to deliver the Active Schools Support Service as highlighted in the structure below.



Purpose of the position

ACHPER Victoria requires an experienced individual who understands schools and/or the sporting landscape to act as the Project Manager for the Active Schools Support Service. Reporting directly to the Project Director, this individual will be working closely with the Technical Lead to ensure the Expert Support Service meets all required deliverables and is of a high standard.

Key responsibilities of the position

- Accountable for the effective and efficient delivery of the Expert Support Service. Overseeing the planning and project scope including:
 - Refinement of project plans and workplans of PELs and ECs in line with the Active Schools Framework;
 - Development and implementation of risk management plans;
 - Timeline and budget management in accordance with the funding agreement;
 - Development and implementation of an evaluation framework to measure outcomes and the success of the program.
- Provide advice and guidance to the team and broader organisation in relation to project delivery;
- Ensure effective quality management and project reporting mechanisms are implemented to meet the needs

of the organisation and DET, including identifying project and staff measurables, and facilitating project reviews, develop reports to share evaluation data with key stakeholders;

- Communicate with and provide advice on developing relationships and partnerships with external stakeholders connected to the project;
- Oversee the procurement of all goods and services associated with the delivery of the program, including management of the budget and expenses, planning and implementation of necessary procurements;
- Ensure OH&S requirements are met in relation to staff and project works;
- Use prior experience, strategic thinking and initiative to provide advice and resolve issues relating to risks or delays in the project, and ensure all aspects of the project are meeting the required outcomes;
- Carry out other duties as deemed reasonable and appropriate as directed by Project Director; and
- Work closely with Technical Lead to ensure all aspects of Expert Support Service are delivered to required timeline.

Required Qualifications and Experience

- Project Management qualifications and experience (Prince2 or Agile methodologies preferred);
- Experience in planning and managing projects, including the coordination of internal resources, overseeing outputs, strategic thinking and risk management, and adapting work as required;
- Experience using project management software, and proficient in working with Microsoft Office365 Suite, include Word, Excel and Teams; and
- Worked in an organisation or on projects linked to the sport, education or government (local or state) sectors.

Required Skills

- Demonstrated and strong skills in project management, including the ability to plan and oversee projects within time and budget parameters;
- Knowledge and familiarity of budgeting and accounting procedures;
- Exceptional verbal and written communication skills, including an ability to create detailed and concise reports to share with staff and stakeholders;
- Conduct reviews against project goals and objectives and implement continuous improvement strategies to optimise processes and overall approach in a project;
- Work with the Technical Lead to coordinate and plan the outputs of a team of people, including an understanding of best practice conflict resolution and performance management;
- Develop and facilitate positive and effective relationships;
- Work with integrity and be accountable;
- Manage multiple project elements simultaneously; and
- Work independently and as part of a team.

Key Selection Criteria

- Demonstrated ability to plan and oversee projects within time and budget parameters to achieve project outcomes;
- Demonstrated ability to work collaboratively and develop partnerships with multiple stakeholders from diverse backgrounds and settings;
- Demonstrated ability to work both independently and as a member/leader of a team, often working to tight timelines;
- Demonstrated experience with Occupational Health & Safety and best practice Risk Management;
- Demonstrated ability to solve problems and think innovatively and strategically to ensure all aspects of a project are meeting the required outcomes;
- Highly developed written, oral, presentation and interpersonal skills.

- Tenure** This is a part time (0.5 FTE) position from October 2021 to December 2022.
- WWCC** Appointments need to have a valid WWCC and will need to provide a copy to ACHPER Victoria prior to employment. ACHPER Victoria's Child Safe Statement of Commitment can be found [here](#).
- Leave entitlements:** 4 weeks pro rata (0.5 FTE) with leave in 2021 to be taken during the office closure period. Flexible working arrangements provided.

Application Process and Conditions

Applications close on **Thursday 7 October, 2021 at 5.00pm** AEST.

Please ensure that you follow the process for submitting an application, as failure to do so may result in it not being considered.

Applicants should apply by emailing a copy of the required information (see below) to hello@recpeople.com.au and any telephone contact can be made to Mandy Nolton (Managing Director, Rec People) on 0400 679 433.

Please note: Only electronic applications to hello@recpeople.com.au will be accepted.

- A. All applicants are requested to include the following details in their application:
1. A covering letter which states the position you are applying for and why you are interested in the role;
 2. A current resume which includes personal details, educational achievements, experience and at least 2 referees (referees will only be contacted with your permission);
 3. Brief examples that address the Key Selection Criteria (KSC) as stated in the position description to a maximum of 3 pages (applications that do not address the KSC may not be considered);
- B. Applicants applying for more than one position will need to submit a separate application for each role.
- C. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia.
- D. Applicants should be prepared to attend a personal interview/s at their own cost. Interviews may be conducted online pending current government COVID-19 restrictions at the time.
- E. The personal information you have provided will be used to assess your applications for employment. You have been requested to provide this information to enable the organisation to compare your application to others, and verify statements made. In submitting an application for this position, you are giving your consent for the organisation to use the information in assessing the application for this position.
- F. Prior to commencement the successful applicant will be required to provide a copy of relevant documentation, for example: WWCC, VIT Registration, non-teaching qualifications and licenses. These will be kept on the employee's file. ACHPER Victoria requires all applicants to undergo background checks and screening prior to any appointment.