

# Position Description



Education  
Public Schools

<b>Division</b>	Educational Services Division
<b>Directorate</b>	School Services Directorate
<b>Business Unit</b>	School Services Macquarie Park
<b>Position Number</b>	212724
<b>Title</b>	Senior Education Advisor, Thriving Families and A Place To Go
<b>Classification</b>	SEO2
<b>Brief Role Statement</b>	Streamlining communication and supporting cross-agency collaboration with agencies and service providers to manage referrals amongst vulnerable young people and young families.
<b>Statement of Duties</b>	<ul style="list-style-type: none"> <li>• Working with the Thriving Families and A Place to Go coordinators to coordinate and ensure collaboration between the agencies involved in the wrap around service solutions for young people and young families.</li> <li>• Supporting the communication of the Thriving Families and A Place to Go wrap around service solutions within education.</li> <li>• Being a central point of contact in education for agencies and service providers.</li> <li>• Managing incoming and outgoing referrals for education for children, young people and young parents in the Thriving Families and A Place to Go cohorts.</li> <li>• Having a sound understanding of the cohorts and education pathways to help ensure that individuals are accessing the most effective and culturally appropriate services available.</li> <li>• Providing support for integrated case management panels as appropriate.</li> <li>• Maintaining data which will assist the evaluation of the project against the project plan and identified objectives.</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Teaching qualifications and recent school based experience within the K-12 range</li> <li>• Demonstrated commitment to participating in and managing accreditation processes</li> <li>• Proven ability to liaise and negotiate with a range of stakeholders and work collaboratively within and across teams</li> <li>• High level written and oral communication and interpersonal skills and experience in the preparation of documents including briefings, reports and correspondence</li> <li>• Proven ability to meet deadlines, provide sound advice and work independently</li> <li>• Demonstrated ability to develop, plan and implement strategic initiatives and innovative practices that support education change for improved student learning outcomes</li> <li>• Demonstrated and sound understanding of vulnerable children and young peoples' needs and services.</li> <li>• Knowledge of and commitment to the Department's Aboriginal education policies</li> </ul>