

Team Leader – Victoria/Tasmania

POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title: Team Leader- Victoria/Tasmania	Location: Victoria
Group: Positive Partnerships	Reports to: State Coordinator – Vic/Tas
Industrial Award Coverage: Non-award	

Organisation Purpose

A different brilliant® - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

At Positive Partnerships:

- We value partnerships

We know the best outcomes for young people occur when parents, schools and community work together.

- We value learning

We embrace innovation and change that advances our growth as a project.

- We value diversity

Deeply listening to culture, autistic voice and lived experience.

Team Purpose

Positive Partnerships is a national project funded by the Australian Government Department of Education. We're delivered by Aspect (Autism Spectrum Australia).

What we do

We work in partnership with families, educators and communities to strengthen positive outcomes for autistic young people. We create connections and opportunities for an inclusive culture where autistic students belong and thrive.

We deliver high quality professional learning and resources through workshops (in person and online), webinars and online modules for parents, carers and school staff. This strengthens their capacity to support and advocate for autistic young people.

Position Purpose

The Team Leader will be responsible for facilitating and delivering specific Positive Partnerships professional learning and parent/carer face to face and online programs, workshops, pilots/trials and webinars as determined by the program schedule. The role will also require a high degree of flexibility that may include leading or participation in a range of contract related activities.

Outcomes

Key Result Area	Requirements & Expectations	Success Indicators
Operations	• Support the development and implementation of the state/territory strategic plan • In collaboration with the state coordinator, plan and facilitate professional learning and parent/carer programs across multiple formats (face to face, online, webinars) with a local delivery team • Adhere to all processes and procedures as outlined in key documentation that guide program delivery and participant support • Support delivery team induction and ongoing training and facilitation at workshops • Lead and/or support the ongoing development of specific contract related projects and activities • Work with state/territory and national coordinators to ensure a nationally consistent approach to delivery • Collaborate with the office-based team on all operational processes related to delivery of face to face and online programs, workshops and webinars. • Adhere to relevant Aspect policies and procedures and Positive Partnerships Team Guidelines • Adhere to the Australian Government Department of Education contractual requirements (2020 – 2025) • Engage in a robust continuous improvement process for all program types using existing evaluation and feedback processes • Support a team that values diversity and believes in people • Invest in a strong team approach and collaborative partnerships • Demonstrate a commitment to the project and its outcomes	• Workshops are delivered according to the state strategic plan • Targets are achieved • Timelines are met • Delivery team is well supported • There is consistency in use of training tools and materials • Workshop, program and webinar processes are implemented and completed efficiently • Contributions are made to the improvement of resources and materials • Evaluation is conducted • Project outcomes are achieved • Strong partnerships are developed • Deliver workshops that reflect local and/or diverse needs • There is evidence of positive outcomes for program participants and stakeholders

Communication	• Ability to communicate effectively and appropriately in a range of situations with colleagues and key stakeholders • Adhere to relevant Aspect policies and guidelines that relate to communications, including but not limited to significant communications, media liaison, privacy and the handling of complaints	• A high standard of communication is maintained • Communication is timely and appropriate • Compliance is maintained with Aspect policies and guidelines
Safeguarding the people, we support	Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to: • Follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct. • Complete mandatory online modules as part of onboarding policy requirements • Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns • Escalate/report other staff practices which deviate from policy/procedure	• Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work • Completion of Code of Conduct on-line training
Work, Health and Safety	Members of the Aspect management network are considered "officers" according to the WHS Act and accordingly are responsible for ensuring Aspect has arrangements in place to comply with legal obligations. • Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws. • Hold managers within your business unit accountable for their health and safety responsibilities. • Fulfil your duty to exercise due diligence. Due diligence means you must: ◦ acquire and keep up to date knowledge of work health and safety matters ◦ understand the operations of the business and the hazards and risks involved ◦ ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised	• Injury rates are low or negligible • Incident forms and safety risks are forwarded on time to the WHS Consultant • RTW plans are in place for any injured employee • WHS matters are included as part of regular meetings • Identified hazards, issues or risks are evaluated and appropriate management controls applied

	- o ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way - o ensure the business has, and implements, processes for complying with any legal duty or obligation - o verify the provision and use of resources and processes.	
--	---	--

PART B: POSITION CRITERIA

Capabilities	Collaboration	Demonstrated ability to: • Work effectively with others to achieve the project outcomes • Contribute to the information shared at national stakeholder meetings • Contribute to the development and support the implementation of the state strategic plan • Support delivery teams to ensure a high standard is maintained across all programs
	Teamwork (Co-operation)	Demonstrated ability to: • Support a positive team approach that is underpinned by respect, values differences and supports each team member to be their best • Actively build team effectiveness. • Maintain a stable performance under pressure and/or opposition (such as time pressure, job ambiguity or challenging situations).
	Planning and Organising	Demonstrated ability to: • Coordinate, organise and lead professional learning and parent/carer programs in all formats • Support the on-going review and implementation of workshop related processes • Contribute to project reporting requirements
	Technical Skills	• Proficient experience in the use of the Microsoft Office suite and online learning and meeting platforms
Knowledge & Experience	• Excellent knowledge about evidence informed educational practice for autistic young people and effective home/school partnerships • Experience in using current evidence to inform practice • Highly developed organisational and time management skills • Ability to work to deadlines • Successful experience in workshop facilitation, including via online platforms • Knowledge of adult learning principles	
Qualifications	• Degree/ Diploma - Education, Disability, Allied Health or a relevant field	

Job Requirements	• A commitment to continuous improvement and teamwork • A current Driver's License and use of own vehicle for business purposes • Work outside of standard work hours when project needs require it • Able to undertake intrastate and interstate travel • National Police Check (NPC) appropriately cleared • Working with Children Check or equivalent state clearance • Experience in a virtual team (desirable) • Live within easy access to a major airport (desirable)	
Functional capacity requirements	Note: Frequency refers to an approximate percentage of time in a typical shift or period on duty: Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%	
	Requirement	Frequency
	Resilience to time pressure/workload	Occasionally
	Sitting	Continuously
	Standing, walking	Occasionally
	Pulling, pushing, lifting <15kg, reaching, carrying	Occasionally
	Fine motor skills – keyboarding, writing	Continuously
	Crawling, stooping, kneeling, crouching	Occasionally

Please Note: This is a maximum term, non-teaching position.

PART C: APPROVED BY

Position Approved by: _____ (Date) _____