

# Centre for Heritage at Oatlands



## HERITAGE EDUCATION AND SKILLS CENTRE

<b>Position Title</b>	<b>Education and Support Officer 5x5x5</b>
<b>Position Incumbent</b>	Vacant
<b>Position Number</b>	<b>ESO1</b>
<b>Business Unit</b>	HESC
<b>Location</b>	Oatlands
<b>Date</b>	December 2014 [updated March 2016]

### INTRODUCTION

This position is temporary (2 years) part-time (0.3 fte – 1.5 days per week on average) and involves providing support to trade supervisors and participants on the 5x5x5 project (5 regions, 5 projects, 5 skills-streams).

Note that this position may be offered to several incumbents on a casual basis (pro-rata), depending on project requirements, location etc.

That project is a collaboration between Brighton, Derwent Valley, Glamorgan-Spring Bay, Southern Midlands and Tasman Councils, managed by the Heritage Education and Skills Centre (HESC) and overseen by a project manager and the HESC Board.

The project aims to undertake 5 community heritage projects per year (each project a duration of 20-40 days – 15 projects in total), with each project involving training 8 local youth (18-25 years old) in a range of heritage trade skills (e.g. plastering, masonry repair, traditional painting etc.).

Each project will have a full-time trade supervisor, and eight participants. The role of education and support officer will provide support to these participants as well as being the key liaison with the sources of these participants (e.g. schools, work placement agencies etc.) and the project manager.

### CLASSIFICATION

<b>Award</b>	~\$33 per hour (including casual loading)
<b>Engagement Status</b>	0.3 fte. Temporary (3 years). May be shared on a casual basis.

### POSITION OBJECTIVES

This position involves providing support to the trade supervisors of 5x5x5 particularly in the management and supervision of the participants on each project. The incumbent of this position will also be the primary contact point for recruitment partners and participants once

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recruited. The E&SO will be present on-site for the duration of each 20-day project module and also be involved in recruitment, curriculum development and fulfilling statements of attainment for each participant. Additional hours input may be negotiated subject to demand and budget.

### KEY RESPONSIBILITIES

- Be the primary contact for participants on each project.
- Provide assistance to the trade supervisors and project manager.
- Ensure that appropriate participation records are kept and reporting is undertaken as required for participant attendance.
- Assist in the implementation of the communications program for the project
- As part of the project team, ensure OH&S objectives are met.

### ORGANISATIONAL RELATIONSHIPS

**Report to:** Project manager 5x5x5

**Supervises:** Participants (in conjunction with the trade supervisors).

**Internal Liaisons:** Project manager, trade supervisors, administration officer.

**External Liaisons:** Councils, site managers, schools, placement agencies (i.e. recruitment partners) etc.

### JUDGEMENT & DECISION MAKING

Ability to take a lead in participant recruitment in conjunction with external agencies (e.g. job-placement providers).

Ability to manage participants, particularly those from a disadvantaged background and respond to unforeseen issues regarding participants (e.g. attendance times, meeting workload commitment etc.).

Ability to assist trade supervisors and the project manager with site logistics and responding to unforeseen issues.

### SPECIALIST SKILLS & KNOWLEDGE (SELECTION CRITERIA)

- Demonstrated ability in people management skills, in particular persons at a disadvantage.
- Demonstrated and sound knowledge of OH&S requirements as they pertain to the building workplace.
- Background in education and/or heritage trade skills is desirable, but not essential.

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## INTERPERSONAL SKILLS

- Ability to communicate and engage with youth participants, particularly those at a disadvantage.
- Ability to engage with stakeholders and the community, particularly as part of the project communications program.
- Ability to work closely with trade supervisors.

## PERFORMANCE STANDARDS

- All tasks performed are in accordance with the CfH Occupational Health & Safety Policy and approved work practices;
- Adhere to the 'duty of care' provisions as contained in the Tasmanian Workplace Health and Safety Act, and wear or use the appropriate safety equipment supplied by Council at all times;
- KPI's of the HESC business plan and 5x5x5 project plan are met;
- Strive for as high as possible attendance and retention of participants;
- Provide support to the other members of the project team and external stakeholders;
- Participate in training opportunities that may be provided.

## JOB ENVIRONMENT

### Hours of participation

1.5 days per week (0.3 fte). Inputs may vary according to project implementation timeline. Days and hours may be negotiated but need to be responsive to project timelines. Additional hours may be negotiated if the project requires and the budget allows.

### Location

Position based at the Centre for Heritage at Oatlands office. Work location will depend on the rollout of the project and will cover the SE of Tasmania.

Approved travel for project work will be reimbursed as per the CfH private vehicle usage policy and accommodation costs covered where required for work 1 hour+ away from home or office.

### Your Rights

- To receive a position description that defines your role;
- To feel free to consult management regarding suggestions or complaints;
- To have a safe place of work, free from any form of harassment;
- To be kept informed of new developments;
- To know to whom you are accountable and to have clearly defined channels of communication;
- To be treated as a recognised member of the Centre for Heritage team.

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## WORKING ENVIRONMENT

### Occupational Health and Safety

The Centre for Heritage at Oatlands is committed to high standards of performance in respect to occupational health and safety. All staff are expected to participate in maintaining safe working conditions and practices and the elimination of workplace harassment and discrimination.

Smoking is not permitted in the workplace or CfH vehicles.

## EDUCATION AND SUPPORT OFFICER POSITION DESCRIPTION AGREEMENT

**Board (Chair or Secretary):** Tim Kirkwood

**Project Manager:** Brad Williams

**Incumbent:** TBA

**Date Agreed:**