

| The Operating Environment | |
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| ACHPER Victoria | <p>The mission of ACHPER Victoria is to enhance, support and advocate for highest quality health and physical education (HPE) in Victoria through effective engagement with teachers, schools, and communities.</p> <p>ACHPER Victoria prides itself on the delivery of high quality, relevant, and accessible professional learning to encourage optimal teacher and student outcomes in health and physical education.</p> <p>ACHPER Victoria has recently expanded to increase its evidence-based, informed approaches to the provision of consulting services to government and industry organisations.</p> |
| ACHPER Victoria culture | ACHPER Victoria values integrity, respect, excellence, and inclusivity, and strives to create an environment of collaboration and safety so all staff can fully belong, perform with excellence, and seek innovation and improvement. |
| Team Overview | <p>ACHPER Victoria’s organisation structure has three key pillars:</p> <ol style="list-style-type: none"> 1. Products and services 2. Consulting 3. Business support <p>The purpose of the products and services pillar is to lead, develop and grow ACHPER Victoria as the leaders in professional learning to build capacity in teachers for optimal student outcomes in HPE.</p> <p>The role of General Manager oversees the products and services pillar, within which the key teams of Professional Learning (PL), Events & Conferences (EC) and Marketing & Communications (MC) belong.</p> |
| Position purpose | The overall purpose of this position is to lead, grow and support the key teams within ACHPER Victoria’s products and services pillar. The role combines leadership of the Professional Learning (PL), Events & Conferences (EC), and Marketing & Communications (MC) teams to ensure together they meet organisational objectives. |

| Position Description | |
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| Position Title | General Manager |
| Type of Employment | Full Time |
| Location | <p>Role allows for combination of office and home-based work.</p> <p>ACHPER Victoria's office is located at La Trobe Sports Stadium, La Trobe University, Bundoora.</p> |
| Reporting line for position | Position reports to Chief Executive Officer |
| Positions reporting to this role | Professional Learning Team, Events & Conferences Team, Marketing & Communications Team. |
| Salary range for the role | \$120,000 - \$135,000 plus Superannuation. |
| Who this role is for | <p>ACHPER Victoria is actively creating a consumer focused, quality framework for our organisation. We are seeking a person who can optimise this through high performing teams.</p> <p>The role is ideal for someone with HPE experience in school or academia who demonstrates strong people leadership and management capabilities with a preference to leading through people.</p> <p>The preferred candidate will have current executive or senior leadership roles within education, sport, health, or related areas.</p> <p>You will be proactive and strategic in your approach and comfortable in a multifaceted environment. We require an agile thinker who can balance multiple priorities.</p> <p>You will also have experience working within a quality framework with a focus on continuous improvement, decision making under pressure, and seeking constructive solutions.</p> |

Key Accountabilities

Professional Learning, Events & Conferences, Marketing & Communications Teams

- ACHPER Victoria consumer segments to be defined and strategies enacted to optimise each of them.
- Ensure all services are delivered within a quality management and continuous improvement framework.
- Identifying service gaps and building strategies to address them.
- Professional Learning Team
 - Lead the design and implementation of an evidence based Professional Learning Program (PLP) which meets current and emerging professional learning needs of the target audience.
 - Lead the professional learning team, managing the work plans and performance of the team and team members.
 - Foster innovation (*“the process of translating an idea into a reality that creates value”*) in the design, production, and delivery of professional learning resources.
 - Develop and oversee the strategy implementation to grow in-school workshops as a priority avenue for the delivery of professional learning.
 - Develop and oversee the strategy implementation to grow our pool of presenters, resource writers and consultants. This includes identifying and nurturing new talent.
 - Oversee the development of policies and procedures underpinning all aspects of the PLP.
 - Develop and implement ongoing evaluation of the PLP to measure impact of the PLP and inform continuous improvement and development of the PLP.
- Events & Conferences Team
 - Lead the design and implementation of events and conferences strategies for ACHPER Victoria’s key service segments – both in the products and services pillar as well as for the consulting business unit as required.
 - Lead the Events and Conferences team, managing the work plans and performance of the team and team members.
 - Foster innovation (*“the process of translating an idea into a reality that creates value”*) in the design, production and delivery of events and conference activities.
- Marketing & Communications Team
 - Lead the design and implementation of marketing & communications strategies for ACHPER Victoria’s key service segments – both in the products and services pillar as well as for the consulting business unit as required.
 - Lead the marketing & communications team, managing the work plans and performance of the team and team members.
 - Foster innovation (*“the process of translating an idea into a reality that creates value”*) in the design, production, and delivery of marketing & communication resources.

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| Stakeholder Relationships | <ul style="list-style-type: none"> • Identify and develop relationships with external organisations and key stakeholders to maintain and develop our presence and expertise in the field, and to advocate for quality health and physical education. • Develop, grow, and maintain relationships with the tertiary sector which serve to promote ongoing professional learning and academic engagement within HPE. • Oversee the implementation of externally funded projects within the professional learning team including working with the CEO to complete project tenders and proposals. |
| Business Support | <ul style="list-style-type: none"> • Using a matrix framework, ensure the work of the Professional Learning, Marketing & Communications and Event & Conferences teams are available to other parts of the ACHPER Victoria organisation. • Contribute to the development of the Professional Learning, Marketing & Communications and Events & Conferences budget and ensure all activities are delivered within budget and meeting expectations for income targets. • Contribute to Board portfolios as directed by the CEO. • Represent ACHPER Victoria at forums as appropriate and as directed by the CEO when required. • Ensure appropriate risk management processes are in place and reviewed regularly. |

Skills and Experience

Qualifications - required

- Tertiary qualifications (graduate or post-graduate) in education, business, or related field

Experience desired / selection criteria

- Knowledge and/or teaching experience of the Health and Physical Education curriculum within the primary school, secondary school and/or tertiary setting.
- Team leadership experience in education, professional learning, sport administration or related operational field.
- Demonstrated leadership experience in developing and growing new services and programs within an organisation.
- Management of key stakeholder relationships – both internal and external to an organisation.
- Demonstrated experience in collaborative and knowledge sharing roles within an organisation
- Project management experience desirable (not essential).
- Commitment to the ACHPER Victoria vision, mission, and organisational culture