



<b>Title of Position:</b> Manager Wiltja Residential Program <b>Classification Code:</b> Section 9 (4) Salary Level PC04 <b>Type of appointment:</b> <input type="checkbox"/> Ongoing <input type="checkbox"/> Temporary Term <input checked="" type="checkbox"/> Contract 4 years <input type="checkbox"/> Exec Term <b>Position Reference Number:</b>	<b>Administrative Unit:</b> Department of Education and Children's Services <b>Directorate:</b> Country Directorate <b>Unit/Section:</b> Anangu Education Services, Northfield <b>Position Analysis:</b> <ul style="list-style-type: none"> <li>• Originated by: Richard Costi, District Director</li> <li>• Classified by:</li> </ul> <b>Version Number:</b> <b>Version Date:</b> 1/5/2002
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Job and Person Specification Approval

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CPE or CEO or Delegate

**JOB SPECIFICATION**

1. Summary of the broad purpose of the position and its responsibilities/duties.

- The Manager Wiltja Residential Program is responsible for providing leadership to ensure that a safe and supportive learning and residential environment is provided which recognises the unique needs of Anangu students and enhances the cross cultural learning process and skill development through high quality recreation and social/personal development programs that will provide Anangu students with maximum life choices.
- The Manager is responsible to ensure that students' health, safety, care, recreation and social and emotional needs, within the overall boarding and education context of the Wiltja Program are met 24 hours a day, seven days a week during term time. The manager is also responsible for the short and long term planning and management of the programs day-to-day operations including the management of staff and 'duty of care' of students and of the programs' physical and financial resources.

2. Reporting/Working Relationships

Reporting lines are as follows:

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graph TD
    A[Manager Wiltja Residential Program] --> B[Recreation Officers]
    A --> C[Assistant Manager]
    A --> D[Admin & Facilities Staff]
    C --> E[House Parents]
    C --> F[Casual Staff]
    C --> G[Anangu Ed Workers]
  
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## 2. Reporting/Working Relationships (cont)

- Reports directly to the District Director Anangu Education and negotiates a performance agreement with the Superintendent on an annual basis.
- Responsible for the management of all departmental employees appointed to the program and all volunteers.
- Works in partnership with the Principal, Wiltja Secondary Education Program and takes direction on educational foci from that officer.
- Works cooperatively with the Principal, Wiltja Secondary Education Program, all Principals of Anangu schools, Anangu Education Services Adelaide Office staff and the Director, Pitjantjatjara Yankunytjatjara Education, under the governance of the Pitjantjatjara Yankunytjatjara Education Committee (PYEC).
- Ensures the professional knowledge, expertise and work of the staff appropriately inform and are informed by the policies of the Pitjantjatjara Yankunytjatjara Education Committee.
- Encourages community participation and works collaboratively with other education, children's services and training providers, government and non-government agencies, local government authorities, employers and relevant community groups and organisations.

## 3. Special Conditions

- Travel:** Intra and Interstate travel is required.
- Out-of-hours:** Extensive out of hours work will be required, including on-call emergency contact with car provided.
- Location:** Desired to work across different sites.
- Performance targets:** The incumbent may be required to achieve performance targets that are negotiated and mutually agreed with the Superintendent, Anangu Education.
- Conditions:** A drivers licence is required.  
Required to undertake advanced first aid training.

## 4. Statement of Key Responsibilities/Duties

Responsible to the Chief Executive, DECS through the District Director, Anangu Education for leading learning and ensuring that the Wiltja Residential program (WRP) by:

- Operating within the relevant legal, industrial and policy framework.
- Providing a safe, non-discriminatory environment for students and staff and implements and maintains safe, non-discriminatory systems of work.
- Implementing relevant agreements and locally determined plans, strategic objectives and policies including those of PYEC.
- Supporting a quality and continuous improvement culture throughout its operations.
- Supporting equity and inclusivity for all students, groups of students and staff in the program.
- Working to implement the departmental quality assurance and accountability programs including those related to specific purpose funding – and reporting jointly on them to the Pitjantjatjara Yankunytjatjara Committee (PYEC), the Chief Executive and the Minister.
- Seeking advice of the District Director Anangu Education on issues requiring action beyond the local level.

### **The Manager will provide leadership to the WRP program by:**

- Modelling ethical behaviour and integrity in all dealings with staff, students, parents and the community.
- Acting consistently with all applicable codes of conduct and codes of practice.
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### **Provide leadership and exercise day to day management, within the quality improvement and accountability framework, to achieve the following specific outcomes.**

1. The program has documented values, policies, improvement priorities and operational short and long term plans that integrate local and departmental priorities, have been developed using a collaborative process and where appropriate, are approved by PYEC and are effectively communicated.
2. The programs operations optimise the implementation of its priorities and plans and include regular provision of accessible information to all families.

3. The Wiltja Residential learning programs are appropriate and consistent with the curriculum offered at the Wiltja Secondary Education program at Woodville High school, incorporating educational direction in Vocational Education, Work Experience and ICT.
4. The service promotes the education, safety, welfare and care of all students and works collaboratively with specialist support services to achieve high quality, personal/social development and recreation programs.
5. Effective, efficient and equitable human resource management systems and processes operate in the program, including performance management for all staff, which utilise individual staff member's strengths to best advantage, take into account their development areas and the programs priorities and result in improved student learning outcomes.
6. The Programs financial and physical resource management systems and processes are effective, efficient and equitable, result in improved student learning outcomes and provide accurate, timely and informative reports and advice to PYEC and the District Director, Aboriginal Lands.
7. The Program implements the policies of the department and contributes to the enhancement of the public education and children's services system and the department.
8. Productive working relationships exist at the local level with other education and children's services providers, government and non-government agencies, local government bodies, employers and relevant community groups and organizations to improve outcomes for students.

Acknowledged by occupant ..... /...../.....

## **PERSON SPECIFICATION**

**Essential Minimum Requirements** (Those characteristics considered absolutely necessary).

### **Essential Requirements** (Those characteristics considered absolutely necessary).

1. Eligibility

- Persons who are members of one of the following groups are eligible to apply for this position:
- Permanent DETE employees
- Persons who are appointed by the Department on a temporary or casual basis (including contract teachers and temporary relieving teachers), on any day during the period for which applications are being accepted for the position.
- Eligible public sector employees as listed in the Notice of Vacancies for the South Australian public sector.

At the conclusion of their appointment, permanent DETE employees will be placed according to the terms of their substantive appointment and the policies in operation at the time. The assignment of employees from other public sector organizations will be made according to public sector policies at the time. DETE is an equal opportunity employer.

2. It is essential that applicants provide evidence which demonstrates the extent to which they have

- the personal skills and abilities
- the knowledge and
- the experience (including community experience) appropriate for this position in relation to:
  - a. Effective leadership of and collaborative work with a wide range of people.
  - b. Leadership in the provision and continuous development of the programs objectives, implemented through high quality learning and social/personal development programs so that all students achieve optimum success.
  - c. Devising and implementing effective strategies appropriate to an organization, and its community for achieving the organisation's agreed plans, strategic objectives and policies.
  - d. Effective resource management in an organization, within the relevant legal, industrial and policy framework.