

Application Pack

Role: **Senior Partnership Broker Manager**
Full time 2 year contract

Location: **Brisbane based – service region North and West Brisbane**

Closing Date: **Friday, 29 January 2010**

A little bit about us...

Our Vision

“A more caring, cohesive Australian community.”

Our Mission

“Together with caring Australians, The Smith Family will unlock opportunities for disadvantaged families to participate more fully in society.”

The Smith Family (TSF), a national, independent children’s charity, works in partnership with other caring Australians to help disadvantaged Australian children to unlock opportunities through education. As research has shown, supporting children’s education and learning is one of the most effective means of breaking the cycle of disadvantage and ensuring all children have the same opportunity to realise their potential.

Please also refer to our website, www.thesmithfamily.com.au for a comprehensive overview of our organisation and the important work that we do.

The Role

The aim of the School Business Community Partnership Broker Program is to assist young people to make a successful transition through school to further education or training and the workplace.

The Senior Partnership Broker Manager has a dual responsibility that leads and manages the implementation of the program in the region of North and West of Brisbane and provides leadership and support to the other Partnership Broker Managers in Queensland.

The role will provide guidance to the Partnership Brokers working in the region of North and West of Brisbane to build strategic and sustainable partnerships between key stakeholders that support young people to reach their potential. In addition, the Senior Partnership Broker Manager will lead three other Partnership Broker Managers that are managing a team of Partnership Brokers who work in the other areas of Queensland.

The Senior Partnership Broker Manager will:

- Ensure the successful engagement of all stakeholders within the region including the four key stakeholders groups: business and industry; parents and families; community groups; education and training providers.
- Ensure the successful implementation of the School Business Community Partnership Broker program in Queensland.
- Ensure program objectives and outcomes documented as part of the DEEWR service agreement are met and key performance measures are reported within the School Business Community Partnership Brokers Monitoring, Evaluation and Reporting Framework (MERF) and the Youth Attainment and Transitions Management Information System (YATMIS).

As part of the national organisation, working with the state General Manager and the National Manager-Partnership Broker Program, and other TSF staff the Senior Partnership Broker Manager will also be required to:

- Generate and facilitate community awareness of TSF's profile, programs, strategies, and capabilities
- Contribute to the development of TSF's strategic direction, programs and support processes for disadvantaged children, young people and their families

KEY ACCOUNTABILITIES:

- Monitor the overall implementation of the Partnership Broker Program for Queensland ensuring issues that arise are resolved quickly
- Manage the overall implementation of the Partnership Broker Program for the North and West region of Brisbane including staffing, program delivery, operations and reporting
- Design and implement communication and consultation strategies for engaging all key stakeholders in the region including Federal, State and Local Government stakeholders
- Establish and manage the Regional Steering Group (RSG) that will guide and assist with the development of shared commitment goals that will improve young peoples education and transition outcomes for the region
- Establish and manage the development of the Local Enabling Groups (LEG's) that will provide input to the development of the shared vision for the region
- Develop collaborative working relationships with the Youth Connections Manager of the region and the Partnership Broker Managers and Youth Connections Managers in adjoining regions
- Ensure all state and regional documentation and reporting requirements are completed within set timeframes (including partnership documents between stakeholders and reporting requirements to DEEWR such as Environmental Scans, Strategic Plans, Case Studies and Key Performance Measure Reporting)
- Provide leadership and management to the Partnership Broker teams across the state with a focus on measuring progress towards outcomes
- Manage North Brisbane region budget and expenditure in an environment of competing financial priorities
- Work collaboratively and consultatively in a dynamic environment with and through General Managers, Regional Program Managers and learning for life team leaders and taking into account the community fundraising Partnership Managers and Business Development Managers relationships with corporate partners and existing agreements
- Contribute to state and regional strategic planning by working collaboratively with the states General Manager, Regional Programs manager and other TSF staff

PERSON SPECIFICATIONS:

- Strong written and verbal communication skills (eg proposals and reports)
- Strong presentation skills
- Results oriented and 'can do' attitude
- Ability to work under pressure and without close supervision

Criminal Record Check

TSF is committed to its obligations under child protection legislation. All TSF employees must declare that they are not a Prohibited Person as defined under the law. The successful candidates offer is subject to the Prohibited Person declaration and Criminal History Record check.

Application Details

To apply for this role, please provide us with:

1. A Cover Letter

Below is the required experience, competencies and qualifications for the role. Please **address the first 5 points of the Essential Criteria** in your cover letter (no more than half a page per criteria).

Essential Criteria

- A demonstrated understanding of the issues associated with retaining young people in education and transition to work or further education
- Experience in the coordination and management of staff and leadership at a state level
- Experience in high level strategic relationship development and management and an understanding of principles relating to community development and consultation
- A track record in achieving outcomes working collaboratively with a broad range stakeholders
- Experience in project management including monitoring, evaluation and reporting and budget management
- Excellent interpersonal and well developed negotiation skills
- Understanding of risk management and the ability to make sound judgements based on risk assessment
- Ability to manage time and meet deadlines
- A sound ability to use MS Word, PowerPoint, Excel and Outlook

Due to the nature of this role, the successful candidate must also undertake a Working with Children Check and have a current drivers licence.

2. Resume

Please include in your resume your contact details, employment history and experience, education and skills, and nominated referees (no more than 5 pages).

Reference checking is an essential part our assessment and we will request contact with a minimum of two of your referees.

Thank you for your interest in becoming part of The Smith Family. Please send your application to:

Via email: damian.foley@thesmithfamily.com.au

or

Via post: Damian Foley
C/O The Smith Family
PO Box 10500
SOUTH BRISBANE BC QLD 4101

For any further queries on this role, please call Damian Foley, General Manager Queensland on ph (07) 3115 6214.