

ROLE OVERVIEW

JOB TITLE	Partnership Manager (0.6 FTE)
TEAM	Services
LOCATION	Office base – Carlton Primary School
REPORTS TO	Executive Director, Services

GENERAL ROLE DESCRIPTION

This role oversees the implementation of the Our Place approach in Carlton. Reporting to the Executive Director Services, this role is the lynchpin between the central Our Place team and site staff. With responsibility for leading the partnership on behalf of Our Place on site, this role works directly with the school principal, senior members of partner organisations and local stakeholders, including the regional / area executives in the Department of Education & Training (DET) region and other relevant departments.

This role manages the Our Place staff on site, providing direction, support and professional development guidance. Working with site staff, the Partnership Manager is responsible for ensuring effective site implementation planning and project delivery and also providing regular reporting on site progress. The Partnership Manager works with the Our Place central teams, facilitating strategic planning & priorities, including data collection, research activities, communication and continuous improvement.

DUTIES & RESPONSIBILITIES

- Engaging with site partners at a senior level, building and maintaining strong relationships to ensure the fidelity of the Our Place approach.
- Owning key relationships with DET and local government, relevant to sites.
- Representing and advocating for Our Place position on key issues at the Site Implementation Group (SIG) meetings.
- Working with site staff and SIG to develop Site Strategic Plan and Implementation Work Plans and support progress and delivery
- Leading the work of the Our Place site staff, including setting goals, providing direction and support and addressing professional development needs.
- Ensuring presence on site with regular site visits, troubleshooting and resolving issues, as required
- Budgeting, monitoring and reporting, site / resource planning and prioritising activities across the site
- Supporting research and evaluation in implementing required systems to collect data and providing regular reporting as required on site progress
- Working with central teams to meet organizational strategic priorities (evaluation, communication, building capability, philanthropy).
- Contributing to Our Place approach development and improvement

SKILLS & ABILITIES

- Outstanding leadership and people skills – with highly developed ability to effectively influence and negotiate.
- Highly developed stakeholder management / partnership management skills, specifically, the ability to work effectively with senior leaders from different organisations.
- Well developed team management skills, with demonstrated capability to lead, support and develop Our Place staff.
- Strong written and verbal communication skills with the ability to communicate for different purposes and audiences.
- Robust conceptual & analytical skills, with a capacity to see system-wide implications and translate these for diverse audiences and purposes.
- Well-developed project management, organisation and time management skills
- A strongly developed collaborative approach to working with a range of teams and groups

EXPERIENCE & QUALIFICATIONS

Relevant experience includes:

- Broad stakeholder management – working across all levels of an organisation
- Working in a complex multi-stakeholder environment, ideally with exposure to state government / and/or local government
- Leading teams and staff management
- Responsibility for project management / delivery
- An understanding of the place-based approach to service delivery
- Experience working directly with communities
- Tertiary qualifications in community/ health / education / other relevant tertiary qualification.

WORKING CONDITIONS

POSITION DESCRIPTION – Partnership Manager – Carlton

WORK ENVIRONMENT	Partnership Managers will generally be based at the school site and from time to time may be required to work at the Our Place central office in Doveton.
HOURS / SHIFTS	Generally 7.6 hours per day, three days a week and reasonable additional time as required.
CHILD SAFETY	It is a condition of employment that staff provide a current Working With Children Check and Police Records Check prior to commencing. All employees must adhere to the Child Safe Policy at all times.
BENEFITS	Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexibility and part time / flexible work arrangements are supported where possible in accordance with Our Place policies.
OTHER	The role is likely to have minimal activities during school holidays so additional employee-funded leave of up to four weeks or leave without pay is available. Please refer Employee-Funded Leave Policy for more details.

Application process

Please send a current CV with a covering letter outlining your relevant skills, experience and suitability for this role.

Contact for more information

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