**Position Description**

SEDA Group (SEDA) is a leading provider of hands-on education that delivers senior secondary and post-secondary qualifications that are designed to engage, educate, and empower young people as they transition onto employment or further education.

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| **Position title:** | Stakeholder Engagement Manager  |
| **Immediate Manager:** | National Development Manager |
| **Status** | Full time  |
| **Term** | Fixed Contract 12 months.  |
| **Location**  | South Australia and Northern Territory  |
| **PD reviewed date** | Oct 2022 |

**About SEDA GROUP**

SEDA Group (SEDA) is an applied learning education provider, known for successfully developing a model of Senior Secondary Education combining Vocational Education and Training (VET) both inside and outside the classroom. Now a national organisation, we focus on individual learning and enabling our students to build transferrable skills that will prepare them for a successful future.

Across Australia, SEDA partners with over 50 leading national, state, and local sport, recreation, building and trade organisations. We are highly regarded for empowering, supporting and believing in young people. Our staff ensure all students learn in a safe and inclusive environment. In addition, our staff and teachers undertake their roles with a commitment to:

* Integrity

We act with transparency, honesty, and fairness. We own our decisions and behaviours.

* Innovation

We encourage new thinking, listen to ideas, and have an open mind

* Professionalism

We set high standards, give our best and are consistently reliable. We deliver on commitments

* Collaboration

We work in partnership willingly. We share challenges and successes

**Purpose of the role**

The position of Stakeholder Engagement Manager is a full-time position responsible for all South Australia (SA) and Northern Territory (NT) operations, including community-based programs relating to staff, students, and key program stakeholders in conjunction with the SEDA Group management team.

**Key Duties**

Lead SEDA’s partnership management in SA and NT to ensure high quality educational outcomes and the integrity of the SEDA education model including:

* SEDA College’s in SA and NT - Partnership Management
* SEDA Industry Partners
* SEDA Sport and Business Program/s Partners
* SEDA Community Partners
* Marketing

Due to the statewide nature of the position, travel around the state and interstate may be required and out of hours

**Primary Responsibilities**

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| **Key Accountabilities** | **Overview** |
| **SEDA College SA and NT Partnership Management** | * Play a key role in supporting the College to achieve its strategic and operational objectives through our Industry and Community partnerships
* Support SEDA Group and SEDA College Marketing staff in achieving their goals in relation to student recruitment and program promotion
* Support the SEDA Group Admin Team’s coordination with the College
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| **Industry Partnership Management**  | * + - Agreement Renewals and oversee key deliverables
		- Senior and Operational Relationship Management
		- Annual Planning process between SEDA College SA and NT and Industry Partners
		- Annual Planning process with Industry Partners for SEDA Sport and Business Programs
		- Identify and manage SEDA Industry Leaders/Ambassadors
		- Data and Reporting including Community Impact Reports
		- Support SEDA Group Marketing Team with key relationships to ensure Annual Marketing Plans are executed
		- Support SEDA’s Curriculum Development Team to ensure Industry Partners contribute to the overall program design to all SEDA education programs in SA and NT
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| **Sport and Business Industry Diploma**  | * Senior and Operational Partnership Management
* Lead Annual Planning process with Industry Partners to ensure quality student experience and outcomes, and Industry partners meet their strategic and operational targets
* Assist in Marketing, program promotion and student recruitment
* Identify possible venue locations
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| **Community Partnerships** | * Indigenous Programs

\*Lead MADALAH partnership and scholarship program\* Support all SA and NT Indigenous leadership programs \*Support Graduate pathways, placement, and support (Diploma and SEDA College SA and NT students)* Identify and work with other community partners who can value add to student experience, skill development and other outcomes in SA and NT
* Identity and establish University partnerships and pathways for SA and NT students
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| **School Based Traineeships** | * Coordinate the trainee onboarding
* Assist with student sign ups and collection of forms
* Provide support and advice to supervisors/trainees
* Support the maintenance of evidence of workplace inspection reports
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| **Business Development** | * Explore growth opportunities for SEDA in SA and NT including SEDA Activate, new Industry Partners and programs
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| **Associated Duties** | * Attend and participate in relevant department meetings, planning workshops and professional development
* Undertake other duties which are appropriate to the level of the position, as directed by SEDA Group Management
* Act in accordance with SEDA Group values, policies, and procedures
* Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety.
* Other duties as directed by management which are appropriate to the level of the position and in accordance with incumbent’s skills and competence.
* Follow the Child Safe and Mandatory reporting policy and maintain your Working with Children Check)
* Abide by our Commitment to Child Safety.
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**Key Relationships**

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| --- | --- |
| **Internal**  | **External** |
| National Development Manager | SEDA College Principal and Leadership Team  |
| National Partnership Manager | Industry Partners |
| Marketing Team  | Community Partners |
| Industry Diploma Manager  | Government Departments |
| Administration and Compliance Team | Peak Industry Bodies  |

**Skills, Knowledge, and Experience**

* Demonstrated high level skills in developing, maintaining and value adding to key stakeholder relationships.
* Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
* Capacity to work independently with minimal direction and collaboratively in a team environment.
* Experience in providing confidential and discreet executive support and assistance at a senior level.
* Demonstrated relevant experience and high-level proficiency with Microsoft Office Programs such as Word, Excel, PowerPoint, and Outlook.
* Experience in organising workshops and meetings, including preparation and distribution of relevant documentation.
* Ability to compose and present correspondence of a non-specialist nature.
* Demonstrated high-level interpersonal skills with experience in influencing effectively whilst building relationships and the ability to negotiate professionally with internal and external stakeholders to provide organisational benefit.
* Ability to collaborate, negotiate, and communicate with a range of audiences and stakeholders both internal and external to an organisation

**Other Requirements**

* Conditions of engagement including probation, health and character checks (including police records check and working with Children Check) will apply to this position.
* To be eligible for engagement, you must have Australian or New Zealand citizenship or permanent residency status.
* Applicants need to meet the selection criteria outlined in SEDA Group’s Skills First contract and may be required to complete a ‘Fit and proper person declaration form’ to be eligible for engagement.
* The role is based in SA and NT, however interstate travel maybe required throughout the year to manage key industry partnerships and promotional initiatives in designated state and territory regions.

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

**Position Description Acceptance**

*I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Incumbent Name) have read and, understood the above Position Description and* agree to carry out the duties listed in my position description.

Signed .................................................................................. Date