



Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.

Manager Education Support

Team	Education Support & Therapy Services
Location	Sunnybank Hills and Brighton
Manager	Manager Education Support & Therapy Services
Classification	Contract
Employment Status	Permanent Full-Time

Purpose

The purpose of this position as Manager Education Support is to lead Autism Queensland (AQ) Education Support services, working collaboratively with internal and external stakeholders in the innovation, implementation, management and integration of consumer-driven, high quality education support services.

Responsibilities

- Develop and maintain current knowledge of legislation, standards and best practice in disability, education and early childhood sectors
- Lead and support ESTS Coordinators in the development and implementation of procedures to ensure effective and efficient management of daily operations
- Establish and maintain effective communication and networks with relevant internal and external stakeholders to support service development and delivery under SDSS and other relevant frameworks
- In consultation with the Manager ESTS, investigate and actively pursue service development opportunities, alternative funding, sponsorship and fee-for-service options to enhance AQ's service delivery
- Develop and implement Education Support strategy and budgets, managing service performance, monitoring and reporting on progress and financial performance to meet accountabilities
- In consultation with Human Resources and Manager ESTS, induct, train and develop, manage and support the ESTS team, providing direct management of a multi-disciplinary team of professionals and support staff, and indirect management support of regional SDSS service delivery

- Develop and maintain effective and efficient data collection and record keeping procedures and prepare SDSS funding submissions and annual performance reports to meet legislative requirements and contribute to preparation of new ESTS business tenders
- Maintain a small direct service delivery role within ESTS to facilitate monitoring of program quality and consistency

Key Performance Indicators

- Service delivery and operations are consistent with AQ standards, policies and procedures
- Specialist Disability Support in Schools (SDSS) services are delivered according to funding program agreement, and evidence-based practices and effective evaluation processes are established
- Fee for Service programs and services are developed, expanded and delivered according to client demand, evidence-based practices and budget considerations
- Demonstrated implementation and effective support of evidence-informed practice by the ESTS team
- New service development options are identified, raised with Manger ESTS and pursued as required
- ESTS Education Support strategy, business plans and budget are developed and delivered according to agreed timelines
- Collection of required data, comprehensive management reports, funding body submissions and accountability reports are completed to a high standard and according to agreed timelines
- Effective leadership, development and performance management of direct reports is evidenced by regular one on one and team meetings with timely probationary and annual performance appraisals
- Demonstration of ongoing professional development and networking and collaboration within AQ and externally
- Interactions with children and their families are positive and encouraging, and emphasise care, empathy and respect
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Tertiary qualification in Speech Pathology, Occupational Therapy, Psychology and/or Education
- Minimum 10 years' professional work experience, including a minimum of 5 years in the Disability and/or Special Education sector(s) and demonstrated effectiveness in a leadership role
- Demonstrated high level understanding of autism and child development, and best practice in supporting students on the autism spectrum in education settings
- Highly effective interpersonal communication skills with proven ability to work collaboratively, manage and develop a professional team while building effective relationships with internal and external stakeholders
- Highly effective time management, organisation and computer skills, with proven ability to work autonomously

Highly-regarded

- Proven experience in the development of new programs or services, ideally in a Disability or Education context
- Further study and/or qualifications in Business or Management

Special Conditions & Requirements

- Principal location Sunnybank Hills with regular days worked from Brighton
- Current registration or eligibility for registration with the relevant Professional Board in Queensland
- Current open driver's license
- Some out of normal hours work
- Current, recognised First Aid qualification
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available
- Certificate of completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: January 2020