



## SCOUTS AUSTRALIA - ROLE DESCRIPTION

### ASSISTANT PRINCIPAL SCOUTS AUSTRALIA INSTITUTE of TRAINING

<b>Role title</b>	Assistant Principal: Scouts Australia Institute of Training
<b>Business unit</b>	Scouts Australia Institute of Training
<b>Reports to</b>	Principal: Scouts Australia Institute of Training
<b>Role level</b>	Uniform role, Assistant National Commissioner Rank, volunteer position
<b>Appointment</b>	The initial appointment is for up to three (3) years with an optional extension of another three (3) years.

*Scouts Australia is a Child Safe organisation. Scouts Australia is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.*

#### OBJECTIVE

The aim of Scouting is to encourage the spiritual, physical, intellectual, emotional, social and character development of young people to enable them to become resilient, self- confident and responsible citizens.

Scouting is the largest non-formal educational youth organisation in the World with over 50 million members. In Australia, Scouting has a membership of approximately 70,000, of which approximately 50,000 are youth members or young adults with the remainder being older adults supporting the delivery of the program.

The good standing of Scouting in the community results in opportunities to work with like-minded organisations. These opportunities enable Scouts Australia both direct and indirect contributions to the broader society beyond the direct Scouting community.

#### ROLE OBJECTIVE

*SAIT was first established as a Registered Training Organisation in August 1996 and pursues, as its primary purpose, to provide members of Scouts Australia a range of industry recognised, externally accredited qualifications in accordance with its registered Scope. The secondary purpose of SAIT is to generate a revenue stream to Scouts Australia in a manner that provides Registered Training Organisation services to like-minded organisations.*

The Assistant Principal SAIT is a member of the SAIT Principal team and holds specific portfolio responsibilities for the commercial division of the Scouts Australia RTO. Working closely with National volunteers and employees and like-minded organisations, they share responsibility in ensuring that SAIT remains a compliant, vibrant and relevant RTO for the Scouts Australia client organisations.



## KEY STAKEHOLDERS

- Principal SAIT
- Deputy Principal SAIT
- Deputy Principal SAIT - under 30
- National RTO Compliance Manager
- SAIT Management Committee
- RTO Administrator (Commercial division)

## ROLE RESPONSIBILITIES

The Assistant Principal's core responsibilities will be to:

### Satisfied Stakeholders

- Adopt a pro-active, flexible and engaging approach to stakeholders at all times.
- Clearly convey information and ideas through a variety of media to individuals and groups in a manner that engages the audience and reinforces the professional nature of the Scouts Australia registered training organisation.

### People Leadership

- Actively provide support to the Principal SAIT.
- Participate as an active member of the SAIT Management Committee.
- Build collegial networks of best practice and use networks to liaise with, ensure requirements for personnel in the Standards for RTOs are met and provide support to;
  - Deputy Principal SAIT
  - Deputy Principal SAIT - Under 30,
  - National RTO Compliance Manager,
  - RTO Administrator (Commercial division)

### Association Values and Culture

At all times, demonstrate behaviours in accordance with the Associations Scout Method, Code of Ethics, Code of Conduct and Values, in particular:

- Responsibility for oneself physically, intellectually, emotionally, socially and spiritually
- Contributing to society
- Being a strong role model for others
- Protecting young people from harm or exploitation
- Proactively caring for the environment in a sustainable way
- Demonstrating respect and equity for others
- Valuing the importance of technological innovation to benefit human society.



## **Strategy and Operational Management**

- Coordinate the delivery of quality VET solutions for the commercial division of the Scouts Australia registered training organisation.
- Ensure SAIT is seen as an efficient and effective operational RTO.
- Assist in the on-going review and modification (when necessary) of SAIT's scope to ensure that qualifications on scope are representative of Scouting and meet the needs of client organisations.
- Actively contribute to the broader Scouts Australia strategy

## **Managing Relationships**

- Develop and maintain professional relationships with like-minded organisations.
- Assist and support client organisations to meet a high standard of achievement and compliance.
- Engage in industry consultation with prospective and existing client organisations.
- Attend and represent the commercial division of SAIT at the SAIT Management Committee

## **Process Improvement**

- Assist in the process of continuous improvement to ensure that SAIT remains at the forefront of regulatory change and operational best practice.
- Ensure that learning and assessment strategies and practices are responsive to the organisational and client needs and meet the requirements of the relevant training products.
- Ensure that validations are conducted and that learnings from validation exercises are used to improve learning and assessment strategies, courseware and training and assessment practices.
- Ensure that courseware such as Assessment Toolkits and other resources used by students to demonstrate competency are up-to-date, relevant and meet the requirements identified in the unit/s of competency.

## **Compliance and Procedures**

- With the Principal, identify areas of risk/potential issues/ problems and put plans into place to manage and control these to achieve workable solutions
- Assist with the maintenance of relevant processes, compliance matters and any legislative requirements.
- Assist in the monitoring and regularly reporting on the performance of SAIT.

## STRATEGIC RESPONSIBILITIES

Growth Leadership Governance Resources	Youth Program Fun Challenging Adventurous Inclusive	People Leadership Training Skills	Brand Recognised Respected	Process Plan Do Review
<b>Key Performance Measures</b>				
<i>Enable the growth in the membership of youth and adults across Australia.</i>  <i>Appropriate policies that ensures consistency and a high standard of training delivery</i>	<i>Support the youth program</i>	<i>Recognise member knowledge, capacity and competence.</i>  <i>Grow capacity of Scouting in Australia</i>	<i>Ensure Scouts Australia is recognised by government and the wider community as contemporary and meeting the needs of 21st century Australia.</i>	<i>Ensure that a continuous improvement framework exists to enhance the support to members.</i>
<b>Criteria of the World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool (GSAT) monitored on behalf of the Chief Commissioner of Australia<sup>1</sup></b>				
D02	D08	D06	D01	D07
D03			D04	D10
D09			D05	

## KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

The successful applicant will be able to demonstrate the following:

- Hold a Certificate of Adult Appointment
- Vocational Education and Training sector experience of at least eight (8) years.
- Knowledge and experience in qualifications that are on scope for the Scouts Australia RTO.
- Have completed at least two (2) qualification at Certificate IV or above that are on scope for SAIT.
- Experience working with diverse groups to deliver results.
- Well-developed communication and interpersonal skills with the ability to build relationships and engage members.
- Hold as a minimum, TAE40116 Certificate IV in Training and Assessment or equivalent.
- Diploma or higher level qualifications (in a relevant discipline, i.e. Education, Training, Leadership and Management), desirable but not essential.
- Sound understanding of the use of the learning management system, aXcelerate.



## POTENTIAL VET OUTCOMES FROM THIS ROLE

The successful applicant will undertake tasks within the role that align to and provide some evidence towards the vocational education and training outcomes that are dependant on the individuals personal growth based on what they enter the role with:

### **VET outcomes available from SAIT:**

<u>Diploma of Leadership and Management</u> BSBCMM511 Communicate with influence BSBCRT511 Develop critical thinking in others BSBLDR523 Lead and manage effective workplace relationships BSBOPS502 Manage business operational plans BSBPEF502 Develop and use emotional intelligence BSBTWK502 Manage team effectiveness BSBHRM524 Coordinate workforce plan implementation BSBOPS504 Manage business risk BSBPEF501 Manage personal and professional development BSBSTR502 Facilitate continuous improvement BSBOPS505 Manage organisational customer service BSBHRM613 Contribute to the development of learning and development strategies	or	<u>Advanced Diploma of Leadership and Management</u> BSBCRT611 Apply critical thinking for complex problem solving BSBLDR601 Lead and manage organisational change BSBLDR602 Provide leadership across the organisation BSBOPS601 Develop and implement business plans BSBSTR601 Manage innovation and continuous improvement BSBCMM511 Communicate with influence BSBCRT511 Develop critical thinking in others BSBHRM613 Contribute to the development of learning and development strategies BSBPEF501 Manage personal and professional development BSBPMG637 Engage in collaborative alliances
--	----	--

### **VET outcomes not directly available from SAIT:**

- TAEDS501 Design and develop learning strategies
- TAEASS503 Lead assessment validation processes
- TAEPPD501 Maintain and enhance professional practice
- TAEASS504 Develop and implement recognition strategies
- TAEDS505 Evaluate a training program
- TAEICR501 Work in partnership with industry, enterprises and community groups
- TAETAS501 Undertake organisational training needs analysis