



SCOUTS AUSTRALIA - ROLE DESCRIPTION

DEPUTY PRINCIPAL SCOUTS AUSTRALIA INSTITUTE of TRAINING

Role title	Deputy Principal: Scouts Australia Institute of Training
Business unit	Scouts Australia Institute of Training
Reports to	Principal: Scouts Australia Institute of Training
Role level	Uniform role, Assistant National Commissioner Rank, volunteer position
Appointment	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.

This is achieved through an active, adventure-based program, which develops initiative, teamwork and leadership skills so young Australians can attain their full potential, both as individuals and members of their local, national and international communities.

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.

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, both youth and adult members the ability to use appropriate pathways to seek, through a Recognition of Prior Learning (RPL) assessment, a range of industry recognised, externally accredited qualifications in accordance with its registered Scope.

The Deputy Principal SAIT is a member of the SAIT Principal team and holds specific portfolio responsibilities for the member division of the Scouts Australia RTO. Working closely with National and Senior Branch members and employees, they share responsibility in ensuring that SAIT remains a compliant, vibrant and relevant RTO for the members of Scouting in Australia.



KEY STAKEHOLDERS

- Principal SAIT
- Deputy Principal SAIT - under 30
- Assistant Principal SAIT
- National RTO Compliance Manager
- SAIT Operations Committee
- Relevant SAIT Project leaders

ROLE RESPONSIBILITIES

The Deputy 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 helps them understand and retain the message.

People Leadership

- Actively provide support to the Principal SAIT.
- Deputise for the Principal if the Principal is unavailable.
- Participate as an active member of the SAIT Operations 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 - Under 30,
 - Assistant Principal SAIT,
 - National RTO Compliance Manager,
 - Branch Commissioners for Vocational Education and Training,
 - SAIT Project leaders
- Facilitate learning opportunities for;
 - Branch Commissioners for Vocational Education and Training,
 - SAIT Project leaders and project patrols,
 - SAIT Assessors.

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

- Assist in the delivery of quality solutions that 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 meet the needs of Scouting and its members.
- Actively contribute to the broader Scouts Australia strategy

Managing Relationships

- Assist and support relevant Scouts Australia portfolios and Branch teams aligned to the VET sector to ensure SAIT's scope of products, being managed across Australia, meet a high standard of achievement and compliance.
- Being an Enterprise RTO, Scouting is the industry serviced by SAIT. Engage in industry consultation by being available as a SAIT advocate and a reference person for other Scouts Australia portfolios and Branch teams.
- Attend and represent SAIT at National Meetings as required, which may include;
 - National Youth Program Team
 - National Training Team
 - National Adventurous Activities Committee
 - National Adults in Scouting
 - National International Team
- Provide secretarial / minute taking support for 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 the enterprise RTOs learning and assessment strategies and practices are responsive to the organisational and member needs of Scouts Australia 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 feedback is provided to Assessors and where relevant, to other Scouts Australia portfolios.
- 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 internal 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
Key Performance Measures				
<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>
Criteria of the World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool (GSAT) monitored on behalf of the Chief Commissioner of Australia¹				
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:

- Minimum eight (8) years leadership experience in Scouting with at least three (3) years operating at a National / Senior Branch level.
- Vocational Education and Training sector experience of at least five (5) years.
- Knowledge and experience in qualifications that are on scope for the Scouts Australia RTO.
- Have completed at least one (1) qualification at Certificate IV or above via 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 a Wood Badge.
- 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 following vocational education and training outcomes:

VET outcomes available from SAIT:

Diploma of Leadership and Management

- 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
- SITXMG003 Manage projects
- BSBHRM523 Coordinate the learning and development of teams and individuals*

VET outcomes not directly available from SAIT:

- TAEDES501 Design and develop learning strategies
- TAEASS503 Lead assessment validation processes
- TAEASS504 Develop and implement recognition strategies
- TAEICR501 Work in partnership with industry, enterprises and community groups