SCOUTS AUSTRALIA - ROLE DESCRIPTION

PRINCIPAL
SCOUTS AUSTRALIA INSTITUTE of TRAINING

Role title	Principal – Scouts Australia Institute of Training (SAIT)
Business unit	National Team
Reports to	Chief Commissioner of Australia
	National Operations Committee (NOC) through the SAIT Committee
Direct reports	Deputy Principal, SAIT
	Deputy Principal under 30, SAIT
	Assistant Principal/s, SAIT
Role level	Uniform role, National Commissioner Rank, volunteer position

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.

SAIT is a Registered Training Organisation (RTO:5443) owned by Scouts Australia. SAIT provides a range of industry recognised Vocational Education and Training (VET) qualifications through appropriate pathways for members of Scouts Australia, both youth members and adults.

ROLE OBJECTIVE

SAIT was first established as a Registered Training Organisation in August 1996 and pursues, as its primary purpose, to enable members of Scouts Australia, both youth and adult members the ability to seek, through a Recognition of Prior Learning (RPL) process externally accredited qualifications in accordance with its registered Scope. Over the years SAIT has grown significantly in terms of successful completions for candidates and changes to its Scope. SAIT offers appropriate pathways for Scouting members and is widely known as a leading Enterprise RTO (ERTO) in Outdoor, volunteering and leadership.

For Adults in Scouting this is primarily achieved through gathering evidence for assessment through completion of the relevant Adult Training & Development (AT&D) program and Adventurous Activities special activity areas. For Youth members, recognition is achieved through gathering evidence for assessment through the Achievement Pathways (especially including Outdoor Adventure Skills (OAS)). Other opportunities are available for both adults and Youth members due to the variety of Qualifications / Skill Sets and Units of Competency on the SAIT Scope.

SAIT is required to have management structures in place that administer, manage and operate the ERTO, and conform to the strategic and operational functions expected by the national regulator, the Australian Skills Quality Authority (ASQA) in meeting compliance as well as the expectations of Scouts Australia. The day-to-day management and operations of the ERTO is currently undertaken by the SAIT Leadership Team supported by the National RTO Compliance Manager who is a paid full-time employee.

The SAIT Committee provides support to the operational management of the SAIT and assists in the maintenance of its required obligations as an Enterprise RTO as well as those members, including a national team of Assessors directly supporting SAIT implementation and validation of the qualifications on scope. The SAIT Committee also provides relevant strategic guidance to assist in the growth and development of SAIT and to confirm that SAIT is meeting its required obligations as an ERTO with ASQA as the national regulator.

Also, the Principal acts as its 'Chief Executive Officer' designated to ASQA. Responsibilities of the role also assists Scouts Australia (parent organisation) to deliver on its vision 'to be seen as the pre-eminent youth organisation in Australia'.

Reporting to the Chief Commissioner of Australia the SAIT Principal will work closely with National and Senior Branch members and employees to ensure that SAIT remains a compliant, vibrant and relevant ERTO to benefit the membership of Scouting in Australia.

At all times this position will demonstrate behaviours in accordance with Scouts Australia aim, principles and Association values and will adhere to the Adult Code of Ethics and Code of Conduct.

KEY STAKEHOLDERS

- National Operations Committee, including National Team Members and Senior Branch Commissioners
- National Committees, inclusive of, SAIT Committee, Youth Program Team, National Training Committee, National Adults in Scouting Committee, National Adventurous Activities Committee
- National Office employees
- External service providers (currently aXcelerate, Enterprise RTO Association)

ROLE RESPONSIBILITIES

Delight Stakeholders
- Adopt a pro-active and flexible approach to stakeholders and client base at all times

People Leadership
- Actively support and develop various subsidiary appointments, including the ERTO support role/s in the National Support Team.
- Develop further the SAIT story and ensure appropriate criteria, governance and structure is implemented and adhered to.
- Lead the SAIT Committee.
- Support the recruitment and development of National SAIT Assessors.
- Participate as an active member of the National Team and National Operations Committee.

Association Values and Culture

- At all times, demonstrating behaviours in accordance with the Associations Scout Method and Values, in particular:
  - A strong belief that young people are able and willing to take responsibility and contribute to society.
  - 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
- Deliver quality outcomes that ensures SAIT is seen as an efficient and effective operational ERTO.
- Review and modify SAIT's Scope to ensure that qualifications from registered Training Packages meet the needs of Scouting and its members.
- Actively contribute to the broader Scouts Australia strategy.
- Attend National and International meetings / conferences as required.

Managing Relationships
- Proactively manage stakeholder relationships, especially collaboration with the National Commissioner AT&D and the National Commissioner Youth Program.
- Develop and support relevant Scouts Australia Branch Commissioner Teams aligned to SAIT to ensure SAIT's Scope is being managed across Australia, meets a high standard of assessment and achievement, and necessary compliance with the Standards related to RTOs.
- Take overall responsibility for the management of SAIT's scope of registration.

Process Improvement
- Drive a process of continuous improvement to ensure that SAIT remains at the forefront of regulatory change and operational best practice.
- Explore and present case to implement alternative forms of student support and assessment such as communities of learning.

Compliance and Procedures
- Comply with relevant internal processes, compliance and any legislative requirements, including the Standards for RTOs.
- Coordinate and facilitate the development of policies and procedures to enable the consistency of SAIT delivery across Australia.
- Monitor and regularly report on the performance of SAIT to the National Operations Committee.
- Maintain an ongoing governance structure that is relevant and timely to the needs of SAIT and compliant with the Standards for RTOs.
- Identify areas of risk/potential issues/ problems and put plans in place to manage and control these to achieve appropriate outcomes.

STRATEGIC RESPONSIBILITIES

Make delivering our youth program easier and more impactful	Build the recruitment and retention machine to grow our movement	Reshape a contemporary volunteer model that drives Scouting	Unlock and steer resources to future-proof our mission	Transform the organisational support of our movement
Key Performance Measures				
Growth in the number of Qualifications, Skill Sets, and Units of Competency issued via recognition of VET outcomes achieved through supporting and/or participation in the youth program. *Streamline the issuing and sharing of credentials that are required for supporting Scouting.*	*Measure and communicate relevance of SAIT offerings and outcomes for both youth and adult members.* *Enable qualifications to support Wood Badge 3 and Wood Badge 4 for all Adults in Scouting.*	*Contribute to NAISC to identify and support new volunteer models.* *Collaborate with National Child Safety Commissioner to provide appropriate VET outcomes.*	*Collaborate with Branches for ongoing support of SAIT Scope by Scouts Australia in all Branches.* *Ongoing compliance with Standards for RTO's*	*Utilise members of the SAIT Team across Australia in Project Patrols for supporting assessments.*
Criteria of the World Organisation of the Scout Movement (WOSM) Global Support Assessment Tool (GSAT) monitored on behalf of the Chief Commissioner of Australia[1]				
D02	*D08*	*D06*	*D01*	*D07*
D03			*D04*	*D10*
D09			*D05*	

KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

Behavioural Capabilities
- Outstanding communication, management and leadership skills.
- Highly developed skills in guiding, influencing and developing relationships of a diverse stakeholder and client base.
- Developing and using a network of internal and external relationships to help deliver the strategy.
- Clearly conveying 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.
- Respond to challenges in a collaborative, flexible and effective manner.

Knowledge/Qualifications/ Experience
- Hold membership of a Branch of Scouts Australia and be willing to maintain that membership according to the requirements determined from time to time by Scouts Australia and the relevant Branch.
- An unequivocal belief in the Purpose, Principles, Promise, Law and Method of Scouts Australia.
- Knowledge of, and enthusiasm for, the Youth Program and Adult Training.
- Well-developed interpersonal and team leadership skills.
- The willingness and capacity to devote considerable time to the Association.
- Minimum 6 years' leadership experience in Scouting with at least 3 years operating at a National, Branch, or Region level.
- Hold a Wood Badge and/or be willing to complete Scouting Leadership training within 12 months of appointment.
- Experience working with diverse groups of people to deliver results.
- Experience implementing change management methodologies and practices.
- VET Sector experience of at least 5 years, preferably with some Senior role experience.
- Knowledge and experience in a range of training packages, preferably relevant to qualifications on scope for SAIT.
- Degree qualified (in a relevant discipline, i.e. Education, Training, HR, and Management) is desirable and either/or of the following qualifications:
    - TAE40122 - Certificate IV in Training and Assessment, or equivalent qualification specified in the Standards for RTO's, OR
    - TAE50122 - Diploma of Vocational Education and Training, or equivalent qualification specified in the Standards for RTO's, OR
    - Higher-level qualification in Adult Education or Vocational Education and Training.

  (or having completed them prior to appointment if selected)

Technology Capabilities
- A sound understanding of the use of various technologies and virtual platforms, and preferably having had experience with the RTO Management System aXcelerate.