

POSITION DESCRIPTION

Position Title:	International Education Officer
Grading:	HPO 5-9
Status:	Temporary, Full-time until 30 September
Location:	Newington/WFH (Hybrid)
Responsible to:	Manager International Programme
Responsible for:	Nil
Collaborates with:	Project Officers; Health Promotion Officers; Education Officers, Nurse Educators

Our Organisation

Family Planning Australia is the leading provider of sexual and reproductive health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information, and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses, and other professionals.

Family Planning Australia is committed to excellence in meeting the sexual and reproductive health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about sexual and reproductive health through rigorous research and evaluation, and leading international development projects, in partnership, to promote the rights of marginalised people in the Pacific.

Position Overview

The International Education Officer position offers an exciting opportunity to contribute to the strengthening of comprehensive sexuality education (CSE) in school and community settings across the Pacific. The International Education Officer role also provides expertise to other sexual and reproductive health and rights (SRHR) projects, ensuring a high standard of education delivery across the program. This is achieved through capacity building partner organisations to provide high quality family planning services including clinical services, community education, resource development and professional education.

The role requires knowledge of sexual and reproductive health knowledge, alongside demonstrated experience in curriculum development and implementation. Excellent communication and negotiation skills and an ability to work effectively within a multidisciplinary team are essential.

The role sits within the International Programme team. The position requires travel to Pacific countries as part of project activities, including after hours and weekend travel. Working in countries in the Pacific and in low resource settings requires innovation, flexibility, respect, adaptably and resilience.

Selection Criteria

Essential

- Tertiary qualification in education, public health, health promotion or related field
- Minimum 5 years' experience in the development and delivery of competency-based education programs, preferably in health or education
- Significant experience in curriculum development and educational design

- Demonstrated knowledge and understanding of contemporary approaches to pedagogy which are relevant and engaging to children and young people
- Strong skills and experience in facilitation and delivering education/training, in both online and in-person
- Skills, knowledge, or experience in sexual and reproductive health education and/or promotion for young people, people with disability and other priority populations
- Experience managing multiple projects with competing demands and demonstrated flexibility in adapting effectively to change
- Experience working in multi-disciplinary teams
- Excellent interpersonal, negotiation, written and oral communication skills, with the ability to communicate complex concepts across a variety of audiences
- High level of digital literacy, including proficiency in using collaboration tools and ability to locate and evaluate relevant online information
- Ability to work effectively with others in a cross-cultural environment with awareness and sensitivity
- Ability to travel in the Pacific region

Desirable

- Relevant postgraduate qualification and/or Certificate IV in Training and Assessment (or equivalent)
- Experience implementing education and training projects internationally and/or in low resource settings, particularly in the Pacific region
- Project management skills and experience

Values

- Family Planning Australia is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
 - As an abortion service provider, all FPA staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
 - For this role, that means developing, implementing, and evaluating reproductive and sexual health programs and projects that include information about abortion.
- Must support the Family Planning Australia values that champion the right of every individual to make their own choices concerning their sexual and reproductive health and rights; in support of this we are:
 - Compassionate - We treat everyone with dignity, foster empathy, embrace diversity, and listen actively to create compassionate, inclusive and supportive workplaces and communities.
 - Collaborative - We share knowledge with everybody and respectfully seek out the expertise of others. We are an active, constructive contributor and are inclusive of diverse views.
 - Empowered - Together we are empowered to support positive change to ourselves and with communities and the people we support.
 - Bold - We embrace innovation and challenge conventions using evidence and technology to improve health, education, and social outcomes for everyone.

Other requirements

- A Criminal Record Check is required prior to commencement in this role

- A Working with Children Check is required prior to commencement in this role
- Immunisation/vaccination requirements apply to this role

Key Responsibilities

- Provide subject matter expertise and leadership to ensure comprehensive sexuality education projects, specifically those in school settings around the Pacific, meet best practice international standards
- In collaboration with partners and members of the international team, including curriculum experts, use collaborative approaches to assess needs, and develop engaging teaching aides and resources that correspond with revised syllabi
- Support the development, coordination, formalization and delivery of pre- and in-service professional education on comprehensive sexuality education using training of trainer approaches
- Deliver training, facilitate workshops and support on-trainers in partners' countries
- Review and provide subject matter expertise to SRHR education projects to maintain a high standard of education delivery across the program
- Contribute to the planning, development, delivery, and evaluation of projects in partnership with the project management team
- Provide timely, high-quality reports and other written communication for a variety of audiences
- Contribute to the planning, development, delivery, and evaluation of projects in the international team in partnership with the project management team
- Support the monitoring and evaluation projects in consultation with the Family Planning Australia Research Centre
- Contribute to the development of resources, publications, and multimedia to promote and support the work that Family Planning Australia undertakes
- Ensure that all aspects of the administration of projects comply with the Australia Council for International Development Code of Conduct, DFAT and Family Planning Australia policies and procedures, including EEO, Work Health and Safety and all safeguarding issues including child and vulnerable populations, environmental and financial
- Undertake any other duties or projects at the direction of the Executive and/or Manager

General Responsibilities

Strategic direction and leadership

- Contribute to the development and implementation of strategic, operational, and business plans
- Contribute to the achievement of strategic goals, annual business plan and contractual deliverables
- Ensure Family Planning Australia meets all operational and contract reporting requirements

Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of Family Planning Australia

Safety and quality



- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by Family Planning Australia
- Maintain the required qualifications and competencies




- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to Family Planning Australia’s defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols as relevant and appropriate
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge, provide support and supervision to less experienced staff

Work health and safety

- All employees are responsible to ensure that they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee’s manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Highly Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Highly Advanced
	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Advanced
	Work Collaboratively Collaborate with others and value their contribution	Highly Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Adept
Results	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Advanced

Capability Group	Capability Name	Level Descriptor
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Highly Advanced
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	Adept
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Not applicable

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: