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<b>POSITION TITLE:</b>	<b>Head of Field Staff NSW</b>
<b>REPORTS TO:</b>	Director of Programs and Teaching
<b>ROLES REPORTING TO THIS ONE:</b>	The NSW Field Staff Team (30 staff)
<b>DATE EDITED:</b>	August 2010

### **THE ROLE SUMMARY**

The HoFS NSW is responsible for the strategic and operational management of the Teaching Team. The role exists to ensure quantity, quality, development and consistency of the staff who deliver OEG programs in the field.

### **The HoFS will be responsible for:**

- Effective workforce planning to ensure a stable work flow, roster and training environment
- Develop, drive and implement strategies (in conjunction with other relevant stakeholders) for the effective training, development and ongoing management of a highly competent and engaged teaching team.
- Connect the Field Staff to OEG's vision/mission/values, and coach them to develop their capacity, increase their tenure and inspire OEG participants/school staff/families (HoFS), work with the HoFS in Victoria to unify goals and approach.
- Support Calendar Group regarding staff capacity and skills sets to ensure a timely and effective Calendaring Process.

As part of the senior management team the HoFS will be expected to:

- Maintain an operational understanding of the organization including the impact upon and relationships involving the Field Staff
- Maintain an awareness of the 'situation and future' for OEG, including but not limited to our: mission, vision, values, financial capacity, clients, strategic plan and operating realities.

**KEY RELATIONSHIPS**

Field Staff	Delivery of day to day programming
Head of Field Staff Vic	Leadership and Management of the Vic Field Staff.
Roster Coordinators -	Long and short term rostering. Assistance with the development and implementation of workforce planning strategies.
Staff Development Facilitator	Coaching and mentoring of Field Staff.
Head of Human Resources	OEG employment strategy, recruitment and employment relations.
Head of Field Training	Training strategy and programs to meet the needs of the organization and Field Staff.
TAFE Certificate IV Co-ordinator	Co-ordination of the Traineeship Certificate IV training.

**ROLE BOUNDARIES /FREEDOM TO ACT (DECISION MAKING & PROBLEM SOLVING)**

Has authority to set up and improve administrative processes to ensure tasks run smoothly.

Is accountable for the recruitment, retention, performance management and termination of Field Staff and has the authority to implement these within the parameters of the Certified Agreements, in consultation with the Head of Human Resources.

Is the main driver of and is accountable for projection of Field Staff needs and workforce planning.

Is accountable for determining salary levels of Field Staff within OEG guidelines and has authority to manage the Field Staff recurrent budgets, as required.

Has full autonomy to make operational decisions to deliver OEG strategic directions and positive cultural changes relating to the Field Staff team.

Is required to analyse and resolve significant trends as well as staffing matters in relation to calendaring or contracting issues, or any critical incidents that are referred through feedback.

Is required to develop and implement strategies to achieve Organizational Objectives and Directorate Plans relating to the Field Staff Team.

**CRITICAL SUCCESS FACTORS/CHALLENGES**

Be able to inspire, lead and manage a team of staff to achieve agreed outcomes and drive cultural change.

Be able to effectively manage and work on a strategic level in a highly complex environment.

Be able to create first class delivery in his/her area and be totally responsible for this.

Promote effective communication between individuals, departments and team leaders.



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**DESIRED KNOWLEDGE/EXPERIENCE REQUIREMENTS**

- Minimum five years (desired 8-10) outdoor education experience.
- Tertiary qualification in education.
- Technical qualifications in outdoor pursuits including wilderness first aid.
- Basic financial management skills and experience.
- Experience in leading and managing staff.
- Strong people management, interpersonal and communication/presentation skills.
- Strong organizational and time management skills.
- Strong strategic thinking and implementation skills.
- Demonstrated understanding and commitment to customer service.
- Demonstrated skills to effect change and develop creative results.
- Proficient computing skills, including Excel and Word.
- Current working with children checks (mandatory requirement).