

New South Wales Secondary Deputy Principals Association (NSWSDPA)

POSITION STATEMENT

EXECUTIVE OFFICER

Position Title: Executive Officer (this position commences in March 2010)
Reports to: President
Conditions of Employment: This position is part-time for 2 years, with the option of renewal for another 2 years with the agreement of both parties.

There is an initial probationary period of six months.

Salary is based on a daily casual rate of GA4 managed by CEPS (DET) using Billable Code 302 and is tied to teacher salary increases.

A car usage allowance (at the rate paid for deputy principal travel by NSWSDPA) and other travel and accommodation expenses, including annual conference, will be paid to the EO for journeys approved on behalf of the NSWSDPA. Travel and accommodation expenses will be paid on receipt of appropriate documentation.

The EO shall give the President a minimum of 2 months notice in writing of intention to leave the employment of the NSWSDPA.

Location: From home or at venues determined by the NSWSDPA activities.

Hours per week: The EO officer will work to a maximum of 2 days /week (80 days equivalent per annum) and will maintain a log of hours worked for audit purposes. The log will be authorised by the president and provided to the Treasurer with each pay claim.

Organisation Brief: The NSWSDPA is the peak body of NSW secondary deputy principals employed by the NSW Department of Education and Training. 'The Association's role is to enhance the effectiveness of NSW secondary deputy principals through advocacy, support, professional learning and collegial networks. This role will lead to better learning outcomes for students in public education.'
(Constitution 3.1)

Key Duties: The NSWSDPA Executive Officer undertakes the following duties:

- assists Executive members to prepare for state meetings (Annual Conference, State Congress) and Executive meetings;
- manages organisation, catering, accommodation and transport for official Association state level meetings;
- edits and publishes the Association newsletter;

- contacts new Deputy Principals upon appointment and notify each member of State Congress of new appointments so as new Deputy Principals can be included in Regional Networks;
- maintains an understanding of DET policy changes and assists in the dissemination and clarification of those DET policies;
- assists the Treasurer to maintain a current membership database;
- acts as a contact person for members;
- promotes the Association through attendance at Regional and Local Associations meetings;
- reports to State Congress meetings and the association Executive;
- reports to other meetings of members of the Association as nominated by the President;
- liaises between the Executive and annual conference convenors; and
- assists the NSWSDPA Executive or President as required.

Key Skills

1. Excellent organisational skills with the ability to prioritise the work load
2. Outstanding knowledge and understanding of the role of the secondary deputy principal and the key issues pertaining to NSW secondary education in the 21st century
3. Demonstrated understanding of recent DET policy and strategic directions.
4. High level ICT skills and familiarity with electronic databases, spreadsheets, and presentation software.
5. Excellent customer service skills.
6. Excellent written and spoken communication skills.
7. Ability to work independently and creatively.
8. Research and editing skills would be helpful.

Selection Criteria

Essential Criteria:

1. Experience in successful school management as a deputy principal in a secondary setting
2. Demonstrated understanding of the NSWSDPA operation
3. Demonstrated ability to develop close relations with NSWSDPA members especially with the Executive
4. Demonstrated ability to write successful educational proposals and papers
5. Ability to communicate effectively and efficiently with multiple stakeholders, in a variety of written, electronic and oral modes.
6. Ability to monitor follow up between meetings.
7. Ability to organise and coordinate large scale events and initiatives.

8. Ability to use and manage the current ICT software used by NSWSDPA.
9. Ability to meet deadlines, attend all required meetings and identify areas for improvement in the operations of NSWSDPA.
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**Desirable
Criteria:**

1. An appreciation and interest in the broad issues involved with providing quality secondary education;
2. A willingness to understand, develop and manage the Association's website
3. A willingness to develop and use new forms of ICT in improving communication, including pod casts, blogs and other Web 2.0 services.

Application process

Please submit:

- ❖ a covering letter;
- ❖ responses to the selection criteria; and
- ❖ Curriculum Vitae

to Steve Ramsey, President, NSWSDPA (panel convenor) by **26 February 2010**

Applications may be submitted via mail to:

Steve Ramsey
President, NSWSDPA
Ryde Secondary College
5 Malvina Street
Ryde NSW 2112

Or

via email to stephen.ramsey@det.nsw.edu.au (subject: application for executive officer)

Enquiries to Steve Ramsey (0419 610 531)