

# Position Description

Position title:	eSmart Advisor
Team:	Programs, Alannah & Madeline Foundation
Reports to:	eSmart Manager, Program Delivery
Job type:	0.8 FTE (30 hours per week)
Date:	23 July 2020

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## About the Alannah & Madeline Foundation

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover and protect them from bullying and violence
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships
- speaks out on the need for systemic change to build a supportive and safe society.

We are committed to child safety and our Child Safe Policy outlines our safe practices for children.

The Foundation's values are caring, friendliness, respect, responsibility, valuing difference and including others.

## Position in Context

Reporting to the eSmart Manager, the eSmart Advisor is a member of the Program Delivery team and has accountability to lead the delivery of a suite of eSmart programs including eSmart Schools, eSmart Connect and eSmart Digital Licence in up to 100 funded schools in Queensland.

eSmart Schools is an organisational, culture-change initiative which provides a framework to support implementation of safe digital practices in the school environment. eSmart Connect provides engaging and interactive workshops and seminars to teacher, parent and student cohorts to identify how to navigate the online world safely and manage risk safely. The eSmart Digital Licence is a behaviour-change program and helps to prepare students to make positive digital choices via an

8-module, interactive quiz and educational resources.

The role will be based in Brisbane and reports to the eSmart Manager via telephone/webchat as it is not physically co-located with any other team member. A comprehensive induction program will be offered to learn about the eSmart programs and the Foundation, and understand how the team successfully supports schools who adopt and embed eSmart values through tried and tested methods.

The incumbent will be required to work independently, with active support provided remotely by the Program Delivery Team and Manager located in Melbourne. Face to face training and progress meetings with the eSmart Manager will be held in Brisbane and in Melbourne throughout the year.

Regular state-wide travel is required to provide direct, hands on support to school teams through training, presentations and ongoing guidance via face to face, telephone and online sessions. It is important to have an understanding of the diverse geography of Queensland, and how this is reflected in the diverse nature of Queensland schools.

This position is part of the team responsible for driving the Foundation's eSmart programs in over 2500 Australian schools. Implementing eSmart programs helps a school in building a supportive and connected social environment, one that promotes pro-social behaviours and reduces risk factors for anti-social behaviours such as bullying and cyber bullying.

#### **Freedom to Act**

- The eSmart Advisor works according to the policies and procedures of the Alannah & Madeline Foundation.

## Position Description cont.

#### Major Job Responsibilities

- Work with Queensland schools to promote and guide the introduction of the eSmart suite and actively support schools to achieve implementation compliance
- Delivery of face-to-face and webinar workshops on cyber-safety and bullying to parents and teachers
- Regularly communicate with schools via phone, online, face-to-face meetings and training sessions to introduce the program, provide support and encourage progress
- Coordinate program rollout across Queensland to ensure seamless customer experience
- Identify continuous improvement opportunities and implement ongoing refinements of deliverables to increase overall performance of the eSmart suite
- Support the implementation and delivery of the operational plan for the Program Delivery team to achieve optimal service delivery, including delivering to the funding requirements of key stakeholders
- Support the development of effective relationships through collaboration with all stakeholders including but not limited to the educational sector (Government, Catholic and Independent)
- Contributing positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the eSmart Manager, Head of Program Delivery and Senior Leadership Team.

## Position Description cont.

### Knowledge, Experience & Requirements

- Previous experience in delivering projects, frameworks or initiatives in the education or non-profit sectors to a high level (essential)
- Excellent presentation skills to conduct presentations and workshops in schools outside of normal working hours (essential)
- Knowledge of contemporary cyber safety and digital inclusion issues and how they impact children/ young adults and society (desirable)
- Professional communication and organisational skills; demonstrated ability to analyse data reports and prioritise work to meet deadlines
- Capability to be self-motivated, flexible and autonomous but escalate appropriately as required. and to turn work around at a fast pace
- Knowledge of and experience in the Queensland education sector, preferably in schools; experience and a positive approach to relating effectively with stakeholders, as well as colleagues
- Ability to regularly travel intra / interstate and have use of own vehicle for localised work travel purposes
- Post-secondary school diploma or tertiary qualifications in a related field eg. education or business
- Experience working in rural and remote areas including Indigenous communities (desirable)
- A current and valid Blue Card (QLD), Working with Children Check and Police Check (required)

### Introduction for QLD networks only

The above position description has been sent out via Seek.com and Ethical Jobs and is also made available through the QLD, Department of Education and via the Alannah & Madeline Foundation website.

Further information: contact Jo Whitford, email: [Joanna.whitford@amf.org.au](mailto:Joanna.whitford@amf.org.au)

Workplace location – Central Office, Department of Education, Brisbane QLD

Websites: [eSmart.org.au](http://eSmart.org.au); [connect.amf.org.au](http://connect.amf.org.au); [digitallicence.com.au](http://digitallicence.com.au)

How to apply: please send your resume and document addressing the requirements in the 'Knowledge, Experience and Requirements' section to: [careers@amf.org.au](mailto:careers@amf.org.au) with 'eSmart Advisor – Queensland' in the title.

Closing date – 5pm on 11 August 2020