

Position Description



Position title	Education Engagement Manager, Be You	
Team/Group	Education Engagement (Education Unit)	
Work level	3	
Position reporting to	Education Engagement Lead	
Employment Type	Fixed term, full-time until 30 June 2023	
Vision, mission and values	<p>Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression, and suicide.</p> <p>Beyond Blues values are Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.</p>	
Position purpose	<p>This position is responsible for the development and maintenance of positive relationships with key education stakeholders. The purpose of these engagements is to extend Be You’s influence and credibility within the education sector and to create alignment between Be You and other key education initiatives. The Education Engagement Manager will ensure a high level of engagement and satisfaction across all stakeholders and will work closely with the Education Government Relations and Policy & Advocacy Advisers, Education Engagement Manager and delivery partners.</p>	
Role dimensions	Direct Reports	Nil
	Overall team	Education Engagement Team
	Financial Delegation	As per the delegation of authority policy
Key accountabilities	<ul style="list-style-type: none"> • Foster positive relationships with key education stakeholders; demonstrating a welcoming and inclusive attitude at all times. • Implement and manage stakeholder engagements to successful outcomes. • Provide advice to Be You based on personal education experience and insights from stakeholder engagements. • Prepare documentation related to engagements, e.g. agendas, briefing notes, and record all key information and actions from engagements in relevant systems. • Determine communication requirements for key stakeholders and work with Communications Adviser to develop presentations in line with Be You key messaging and brand guidelines. • Contribute information to Be You reports as required. • Present Be You at targeted education meetings and events to influence deeper engagement and alignment to Be You. 	

	<ul style="list-style-type: none"> • Balance personal and team goals with broader engagement plans through proactive collaboration and problem solving. • Manage time effectively to meet deadlines and achieve established goals and objectives. • Be responsive to additional duties that may arise, as requested by the Education Engagement Lead.
<p>Key behaviours</p>	<p>Builds and maintains effective relationships with key education stakeholders.</p> <p>Communicates to diverse constituents, ensuring that all forms of communication are clear, concise, and accurate.</p> <p>Listens actively to evaluate situations and responds effectively and creatively.</p> <p>Optimally addresses multiple and sometimes competing stakeholder needs.</p> <p>Assists in the establishment, accomplishment, and continuous evaluation of personal and team goals.</p> <p>Demonstrates capacity to manage ambiguity; working constructively to identify and overcome barriers that limit collaboration and reduce efficiency and effectiveness.</p> <p>Builds relationships, and partners across the whole organisation.</p> <p>Demonstrates sensitivity to the needs, concerns and opinions of others.</p>
<p>Qualifications and key selection criteria</p>	<p><u>Essential</u></p> <p>A tertiary qualification in a relevant education-related discipline.</p> <p>Experience in stakeholder management and engagement.</p> <p>Advanced written and verbal communication skills with ability to readily adapt to communicate effectively to any given audience.</p> <p><u>Desirable</u></p> <p>Background in early learning or schools education sectors.</p> <p>Experience working on mental health promotion initiatives.</p> <p>Utilisation of CRMs.</p> <p>Experience working in a business environment with multiple and competing organisational priorities.</p>
<p>Additional information</p>	<p>Health, safety and wellbeing</p> <p>Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy</p> <p>Pre-existing injury</p> <p>The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.</p>

Equal opportunity

Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Cultural competency

Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.

Employment is subject to:

- A current Police Record Check
- Proof of the right to work in Australia