

Position Description

Position Title: Leader, Inclusive Education – Intellectual Disability (part time 0.5)

Reporting to: Executive Director, CDS

Location: Camperdown Head office, with travel as required

Purpose of the Position

- Responsible for the operational and strategic management of the inclusive education programme of work
- Lead and manage staff to develop and support CDS' higher education services
- Lead and grow CDS' partnerships in inclusive education in higher education
- Co-ordinate development of curriculum for adults with intellectual disability across courses
- Manage the financial budgets and staffing resources to achieve operational and strategic objectives

Responsibilities & Duties

Key Responsibility Area 1 –Leadership & Strategic Collaboration

- Provide leadership to staff to ensure successful implementation of inclusive education initiatives.
- Contribute to the ongoing work of CDS and support the Executive Director in meeting financial and business expectations of the Strategic Plan
- As part of the management team, provide support and input to the Executive Director on business strategies for CDS
- Work collaboratively with other areas of CDS in identifying the research capacity of inclusive education.

Key Responsibility Area 2 – uni 2 beyond

- Oversee the successful operation of the uni 2 beyond program, providing support and guidance to staff
- Manage the program's financial and staffing requirements
- Liaise with the Education & Development Coordinator to ensure the uni 2 beyond program's objectives are met
- Develop new markets in other universities for the uni 2 beyond program
- Champion uni 2 beyond to the corporate sector and the wider community with a view to gaining external funding

- Oversee the work of the uni 2 beyond Careers Advisor in the provision of a careers advisory service for uni 2 beyond students and alumni.

Key Responsibility Area 3 - Program Development & Delivery

- Oversight and development of the Minds Program
- Manage delivery of university programs
- Curriculum development of university programs
- Develop and implement a marketing strategy that grows and develops our partnerships both domestically and internationally
- Maintain and develop relationships with universities and other tertiary institutions regarding the development, integration and delivery of disability specific content to all levels of tertiary education.
- Develop ongoing relationships with potential customers from the disability sector expanding CDS reputation across a broader range of areas

Academic Qualifications

Essential	Desirable
Post Graduate qualifications in Education or related field.	

Work Experience & Skills

Essential	Desirable
Minimum 7 years' experience in training and education	Research experience
Minimum 3 years' experience in the development of curriculum for people with an intellectual disability	Disability sector
Experience in developing e-learning modules	
Experience in marketing courses	
Proven financial and people management skills	
Demonstrated record of academic leadership	

Competencies

Essential
Project Management Skills
Initiative
Problem Solving Skills
Communications Skills
Financial Skills
Leadership Skills

Attributes

Essential
Must be an optimistic, self-directed and self-confident performer
Must act with an entrepreneurial spirit
Excellent interpersonal, written and verbal communication skills.
Demonstrated commitment to making a difference for people with disabilities