

Job Description

Senior Aboriginal Consultant

Central Regional TAFE

Level 6

Position Number:	40000505	FTE:	1.0
Division:	Organisational Services	Agreement/Award:	Public Service Award 1992
Branch:	Student Support		Public Service and Government
Location:	Geraldton		Officers General Agreement 2014 or as replaced

Reporting Relationships

Director Organisational Services Level 8

Other officers reporting to the above office:

Administrative Assistants Level 2

Client Communications Manager Level 6

Manager Client and Administration Services Level 6

Manager Student Services Level 6

Manager Planning and Quality Level 7

This Office – officers under direct responsibility

N/A

Key Role Statement

Conducts qualitative and quantitative research, including facilitating individual and group forums, meetings and presentations; to prepare and present formal position papers and reports in support of providing training initiatives for Aboriginal people. Writes funding submissions. Represents the College at key stakeholder meetings.

Key Responsibilities

Research

- Under direction from the Director Organisational Services prepare clear research project proposals and define scope and goals in measurable terms.
- Research and analyse information, identify interrelationships, issues and trends, and make recommendations based on relevant evidence.
- Prepare draft papers, discussion papers and submissions.
- Prepare complex and sensitive material in responses, reports, submissions, reports and briefings.
- Write funding submissions in support of Aboriginal initiatives.
- Self-manage research projects, ensuring completion within statutory, regulatory and financial obligations.
- Meet deadlines for reports and submissions.

Policy and Planning

- Develop, implement, evaluate and continuously improve the College's policy and its positioning within the broader context of Aboriginal advancement.
- Contribute to the planning and achievement of College goals through translating strategy into operational goals.
- Prepare a range of policy documents including internal policy and options, reports, briefings, procedural documentation, templates and other sensitive correspondence.
- Liaise and consult with government agencies (federal, state and local), industry, community and other stakeholders on operational policy and planning.
- Ensure that policy can be smoothly operationalised.

Influence and Manage Relationships

- Meet with relevant internal and external stakeholder groups to gather information that informs research and supports any recommendations made.
- Present findings, reports and recommended College position to internal and external stakeholder individuals and groups.

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- Represent the College at interagency meetings, forums, conferences and workshops, as required
 - Ensure the effective communication and promotion of new initiatives, projects and policy changes, both internally and externally.
 - Build and maintain networks and effective relationships with internal and external stakeholders.

Key Reporting

Lead, collaborate, prepare and report on the following key Plans and Strategies:

- Aboriginal Employment Strategy
- Aboriginal Training Plan
- Reconciliation Action Plan
- Other reports as required

Other Duties

- Perform other duties as required.
 - Take personal responsibility to deliver on agreed outcomes, model high standards of professionalism and ethical behaviour; demonstrate self-awareness and a commitment to personal development.
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Selection Criteria**Essential** (maximum of 5)

Aboriginality (50D).

- Demonstrated fundamental skills in research, analysis and problem solving
- Excellent report writing skills, particularly formal reports
- Excellent interpersonal and group presentation skills.
- Demonstrated ability to work independently, and as part of a team, to meet organisational objectives within strict deadlines.
- A commitment to working with Aboriginal people and communities based on an understanding of contemporary issues affecting Aboriginal people.

Desirable

- Relevant tertiary qualification
- Knowledge of the VET sector
- Experience in conducting research in a complex operating environment.

Other Requirements

1. May be required to work from any College campus
2. Aboriginality (under Section 50D of the Equal Opportunity Act, Aboriginality is considered an essential occupational qualification).
3. Current "C" Class Driver's Licence

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	