



# Manager Aboriginal Programs & Student Support

## Position Details

Position Number: 30000872

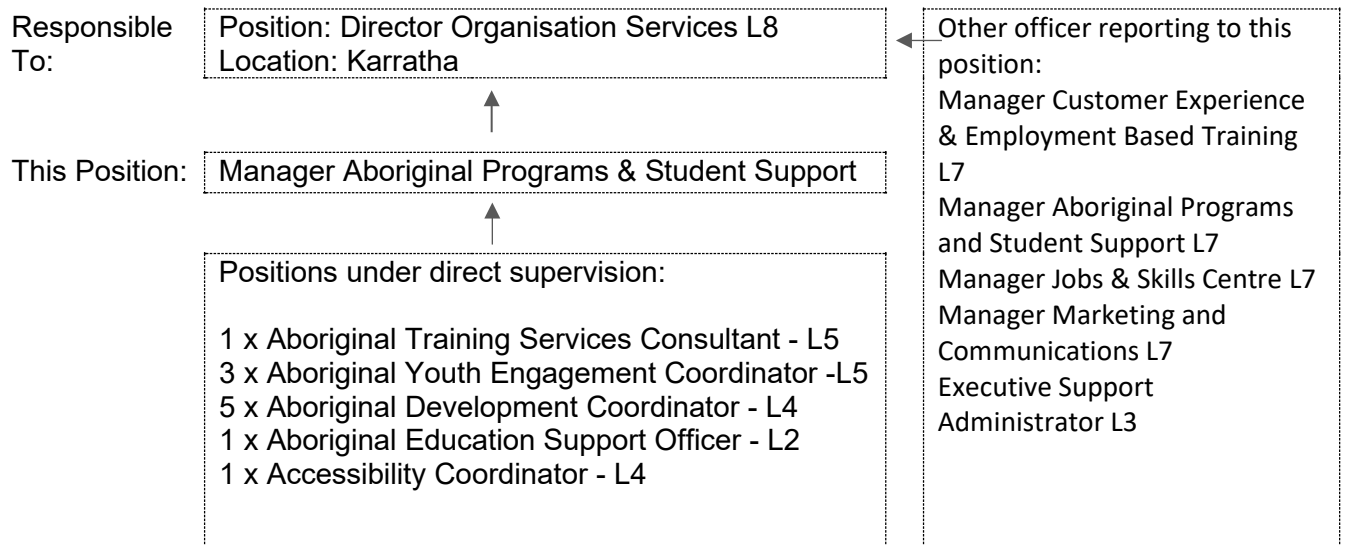
Classification: Level 7

Award/Agreement: Public Service Award; Public Service and Government Officers general Agreement 2022

Directorate: Organisational Services

Location: Broome

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

## Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

The Manager Aboriginal Programs & Student Support is responsible for the leadership and management for the provision of student support services for students with disabilities, Aboriginal students and students in personal crisis situations through the Juvenile Justice Funding. The position also has responsibility for the planning and policy development relating to duty of care for minors.

The position provides ongoing operational support, advice and communication strategies to staff in relation to the College's legislative responsibilities in providing duty of care to Aboriginal people. Students with disability and minors.

## Position Responsibilities

- Responsible for ensuring NR TAFE meets all its statutory and legislative requirements and provides leadership, advice and guidance on legislation, policy and processes to ensure College obligations and compliance with requirements:
  1. **Disability** - ensure all legislative requirements of the Disability Discrimination Act 1992 and the Disability Standards for Education 2005 are met.
  2. **Duty of Care and other requirements** - responsible for ensuring the college meets its obligations as outlined in the Department of Training and Workforce Development's Duty of Care Policy for Minors Attending TAFE Colleges (School Education Act Guidelines for Section 24, Alternative Attendance Arrangements). Ensure the College is compliant with all other relevant student support functions in relation to the Standards for RTOs 2015, ASQA, TEQSA and other State requirements.
- Development, maintenance and application of policies and procedures to ensure the College meets its statutory reporting and funding obligations for Aboriginal student and students with a disability.
- Represents the College on internal and external reference groups and working parties in relation to student support activities and maintains strategic liaisons with key stakeholders.
- Provides advice to senior management and strategic direction for the student support teams to ensure provision of integrated and appropriate support services for all students.
- Provides and facilitates professional development to college staff regarding all student support obligations of the organisation.
- Provides advice and guidance with training areas to increase retention and completion of training programs for Aboriginal students and students with a disability.
- Maintains an operational structure that is responsive to the needs of students in situation of personal crisis by providing intervention at the time of crisis and subsequent referral to appropriate external support services.
- Responsible for the identification and implementation of individualised adjustments to learning and assessment methods for equitable access and participation for students with a disability.



- Management of NR TAFE Aboriginal Training Advisory Group.

## Selection Criteria

1. Aboriginality (under section 50D) of the Equal Opportunity Act, Aboriginality is considered an essential occupational criteria)
2. Strong analytical skills and high level experience in translating knowledge of current student support legislation and policies into effective practices within a VET organisation.
3. Efficient organisational and resource management skills for the coordination and management of student support programs and services in order to improve the training outcomes of equity groups.
4. Superior communication and negotiation skills to establish strong inter and intra relationships with stakeholders that facilitate improved outcomes for International students, Aboriginal students and students with a disability.
5. Well-developed interpersonal skills and the ability to liaise at all levels with internal and external stakeholders in order to affect change within the organisation.
6. High level leadership skills and management experience in order to ensure the college meets its legislative obligations in relation to Duty of Care for Minors, students with a disability and International students.

## Other Requirements

May be required to work any College Campus

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## Appointment Factors

**Location:** North Regional TAFE Campus

**Accommodation:** As per policy.

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

## Special Conditions

### National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

### Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

### Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside



Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.



### Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations  
Vocational Education and Training Act (1996)  
Public Sector Code of Ethics  
North Regional TAFE's Code of Conduct  
Equal Opportunity Act (1984)  
Work Health and Safety Act (2020)  
Internet Terms and Conditions of Use  
Employee Software and Compliance Statement  
North Regional TAFE policies and procedures

### CERTIFICATION

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

Director		Delegated Authority	
Name:	Lee-Anne Springer	Name:	Chantal Adams
Position:	Director Organisational Services	Position:	Executive Director Organisational Capability and Performance
Signature		Signature:	
Date:	17/12/24	Date:	17/12/24