



Job Description Aboriginal Student Mentor (50D) Level 3

Position Number	10001451, 10001452, 10001453, 10001454, 10002505, 10002506, 10002836
Division	Student Support Services
Branch	Koolark
Location	Various
FTE	1.0

Agreement/Award *Government Officers' Salaries, Allowances and Conditions Award 1989
Public Sector CSA Agreement 2024 or as replaced*

Leadership context
[Personal Leadership](#)

Reporting Relationships
Reports to:
Aboriginal Support Team Leader, Level 6

Direct Reports: 0

Indirect Reports: 0

Key Role Statement

Provides Aboriginal and Torres Strait Islander students with a range of services to assist them in their academic pursuits at North Metropolitan TAFE.

Key Responsibilities

- Provides culturally appropriate support to Aboriginal and Torres Strait Islander Students at the College, including information about services and support available through the Aboriginal Centre.
- Assists with student enquiries and provides assistance in the modification of courses and in arranging alternate assessments for students as required.
- Provides support to students and staff across North Metropolitan TAFE's campuses and external studies.
- Provides internal and external clients with an efficient and professional service.
- Assists North Metropolitan TAFE to meet compliance standards.
- Promotes a high level of customer service.
- Undertakes research and address the needs of individual students.
- Facilitate student study workshops at the Aboriginal Centre.
- Present at student orientations and community events.
- Supports the College to be aware of, respect and celebrate Aboriginal cultures.
- Demonstrates a commitment to Work Health and Safety laws, Public Sector Standards and Equal Employment Opportunity principles.
- Behaves and formulates decisions in line with the Public Sector Code of Ethics, NM TAFE Code of Conduct and NM TAFE Values.
- Undertakes other duties as directed.

Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

Our Culture

The idea of a culture of caring encompasses many things: leaders caring about employees, employees caring about each other and students, and employees caring about why we do what we do.

Caring focuses on building relationships and mutual trust in a collaborative and welcoming workplace where people help and support one another while demonstrating an agreed set of values. Part of your role is to nurture a caring culture.

Our Leadership Expectations

We believe all our people are leaders. We have adopted the [Building Leadership Impact](#) approach that provides a common understanding of the mindsets and expected behaviours required of all our people and the public sector.

Selection Criteria

Essential

1	Aboriginality (under section 50D of the Equal Opportunity Act)
2	The ability to communicate effectively across a broad spectrum of internal and external clients and deal with sensitive issues and complex enquiries
3	Proven ability to work within a team and supervise staff, including negotiation and conflict resolution skills
4	An understanding of Aboriginal societies and indigenous cultures and an understanding of the issues affecting Aboriginals in contemporary Australian society with the ability to identify Aboriginal training needs, student needs and initiate improvements to services
5	Good organisational skills including resource and time management
6	Sound working knowledge and experience in word processing, spreadsheets and other computer-based programs

Desirable

- C or C-A Class Drivers' Licence.

Other Requirements

- May be required to work from any College campus.

The filling of this position has been quarantined to Aboriginal and Torres Strait Islander people. This is an Aboriginal employment initiative that contributes towards improving and increasing Aboriginal and Torres Strait Islander employment outcomes at NMTAFE, an action under NMTAFE's Reconciliation Action Plan.

Certification

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

Business Area Director

Name Kathleen Franklyn
Date 16 January 2026

Delegated Authority

Name Brett Dorney
Date 2 September 2019