



Job Description Aboriginal Support Officer Level 3

Position Number:	20002679, 20002680, 20002681	FTE:	1.0
Division:	Organisational Services	Agreement/Award:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA
Branch:	Client Services		Agreement 2024 or as replaced
Location:	Various		

Reporting Relationships

Reports to
Aboriginal Support, Equity and Diversity Team Leader

Other officers reporting to the above office:
Aboriginal Student Engagement Officer, Level 4
Aboriginal Support Officer, Level 3 x 3

This Office – officers under direct responsibility
N/A

Key Role Statement

In this position you will be responsible for providing a range of support services to Aboriginal and Torres Strait Islander students to assist them in their studies at South Metropolitan TAFE.

The role includes the coordination of student study support needs, mentoring of students, collaboration with lecturing and other support staff and liaison with government and community agencies where appropriate.

Key Responsibilities

- Provide South Metropolitan TAFE Aboriginal and Torres Strait Islander students with advice and assistance with admission and enrolment processes including course modifications, adjustments and liaison with lecturing staff.
 - Coordinate and implement study support; organise and track appointments and collect and collate student progress reports.
 - Provide pastoral care and mentoring to students where appropriate.
 - Provides advice and collaborates with SM TAFE staff to ensure the successful provision of appropriate support services to Aboriginal and Torres Strait Islander students to promote a positive learning experience.
 - Provides cultural support through research and advocacy for Aboriginal and Torres Strait Islander students with a range of stakeholders including community organisations.
 - Assist with the preparation of reports and administer and collate student feedback surveys.
 - Provide Aboriginal and Torres Strait Islander students with appropriate referrals to help them access a range of services within the organisation and externally within the community.
 - Assist with the planning, organisation, and promotion of social and cultural activities for students and staff including NAIDOC, Reconciliation week and other cultural celebrations and events.
 - Participates in committees, meetings, and forums relevant to support services for Aboriginal students and as an Aboriginal and Torres Strait Islander ambassador for cultural activities and events.
 - Ensure compliance with Occupational Safety and Health (OSH) and Equal Employment Opportunity (EEO) policies and legislation requirements including actively promoting an equitable, safe and healthy working environment.
 - Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
 - Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
 - Undertakes other duties as required.
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Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Selection Criteria

Essential

- Aboriginality (under Section 50D of the Equal Opportunity Act) with experience of and an established connection to Aboriginal culture and community.
- Experience in the implementation of culturally appropriate support strategies that promote positive outcomes.
- Well-developed inter-personal skills to appropriately and effectively address and resolve complex and confidential matters.
- Well-developed administrative and organisational skills and verbal, and written communication skills.
- Well-developed digital literacy skills including proficiency working with databases, record keeping and Microsoft Excel.

Other Requirements

1. A Department of Education Nationally Coordinated Criminal History Check
2. A Working with Children clearance is required for this position.
3. May be required to work from any College campus

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:	

Date last reviewed:	Feb 2023
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