



Aboriginal Student Support Officer

Position Details

Position Number: 50001394

Classification: Level 2 FTE 0.8

Award/Agreement: Government Officers Salaries, Allowance and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced

Directorate: Student Services

Location: Bunbury

Reporting Relationships

Responsible to

Manager, Aboriginal Advisory Services
Level 7, Albany

This Position:

Aboriginal Student Support Officer

Positions under direct supervision:

Nil

Other officer reporting to this position:

Aboriginal Services Coordinator	L5
Aboriginal Development Officer x 2	L4
Aboriginal Programs Officer	L3
Aboriginal Support Officers x 6	L2

Our Purpose

Building our community today, for tomorrow

South Regional TAFE’s strategic vision is focused on creating a learning experience to inspire success. To achieve this, we strive to provide responsive, sustainable and innovative training that celebrates the diversity of our community.

Our Values

Collaboration

We will listen, evolve and work together, helping and supporting each other for the collective goals of the college.

Integrity

We are committed to being honest, accountable, with high standards of ethical behaviour.

Inclusion

We work to strengthen a culture of care for our students and staff, by supporting every learning journey, whether for our students, colleagues or industry partners.

Innovation

We create exceptional learning environments by engaging with students, industry and staff and valuing their experience, knowledge and ideas.

Position Overview

Develops and maintains a supportive relationship with Aboriginal TAFE students providing advice and coordinating Aboriginal services assisting Aboriginal students to develop self-reliance. Provides one on one student mentoring to ensure successful completion of training programs.

Position Responsibilities

- Liaise with college staff as appropriate on all internal college matters which may be affecting students study outcomes
- Liaise with families and community members to promote programs, seek feedback, identify potential students, and to support existing students in completing their studies and/or finding employment.
- In conjunction with the Aboriginal Service Coordinator, establish working links with Aboriginal agencies and groups in the local community, with the aim of increasing the Aboriginal community's knowledge about educational opportunities in TAFE and encouraging prospective students to take advantage of these opportunities.
- In conjunction with the Aboriginal Service Coordinator, establish working links with Aboriginal students in local high schools through appropriate contact persons, with the aim of increasing their awareness of educational opportunities in TAFE and encouraging students to participate in these opportunities.
- Provide advice to student and potential students to assist them in making informed decisions about appropriate courses of study with the college.
- Attend classes and coach students as appropriate under the direction of the Aboriginal Service Coordinator , lecturers and relevant stakeholders
- Consult with lecturers where a need for external tutoring may be apparent and arrange such through the Aboriginal Service Coordinator if deemed necessary.
- Initiate contact between Aboriginal students, tutors, lecturers and other relevant stakeholders to coordinate tutoring times, ensuring areas the Aboriginal students require assistance are identified and communicated to tutors.
- In conjunction with the Aboriginal Service Coordinator, Communicate and liaise with agencies involved in the education or welfare support for Aboriginal people
- Assist in the organisation of the Aboriginal Advisory Committee meetings and undertake the recording of minutes
- Maintain up to date information relate to TAFE and other tertiary courses as support schemes/agencies and disseminate this information to students and prospective students.
- Provide leadership and mentor support to Aboriginal student and work with them to address the social and personal issues that affect their successful completion of training programs.
- Other duties as required by the Aboriginal Service Coordinator
- Undertakes to comply and ensure compliance by staff with college EEO and EO policies and legislation, including actively promoting a harassment free working environment.

Other Duties

- Participates in relevant internal WHS committees
- Other duties as required in accordance with WHS strategic objectives, business plans and local workload priorities.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards, and the College Code of Conduct.

Selection Criteria

Essential

1. To be of Aboriginal descent (Aboriginality is a genuine occupational qualification under Section 50(d) of the Equal Opportunity Act)
2. Proven experience working effectively with Aboriginal people and communities.
3. Good Interpersonal, verbal and written communication skills.
4. Sound administrative skills and experience working with Microsoft Office Suite of products (including Word, Excel, Outlook and others)
5. Demonstrated ability to work efficiently, effectively and harmoniously with others in a team environment.

Flexibility Requirements

1. Hours of work and leave will be managed in accordance with the needs of the business.
2. Staff may be deployed to other areas of the college to meet broader business needs, as and when required.
3. Staff may be required to assist and support College initiatives and events such as enrolment days and open days.
4. The College has a reduced activity period during Christmas/New Year which could include a closedown period of up to 12 working days . Arrangements for leave during this period will be negotiated with employees.
5. Staff may be required to travel to and work from other locations including all SRTAFE Campuses.

Special Conditions

Nationally Coordinated Criminal History Check (NCCHC):

South regional TAFE appointees are required to apply for a Nationally Coordinated Criminal History Check prior to commencing duty. Applications will be directed to the "Screening Unit" at the Department of Education and Training.

Working With Children Check (WWC):

Staff appointed to South Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If the HR Manager receives a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

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
- South Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Staff computer Use Agreement
- South Regional TAFE policies and procedures

Certification

This document provides an accurate statement of the position's responsibilities and requirements.

Signatures

Business Unit Manager	Director

