

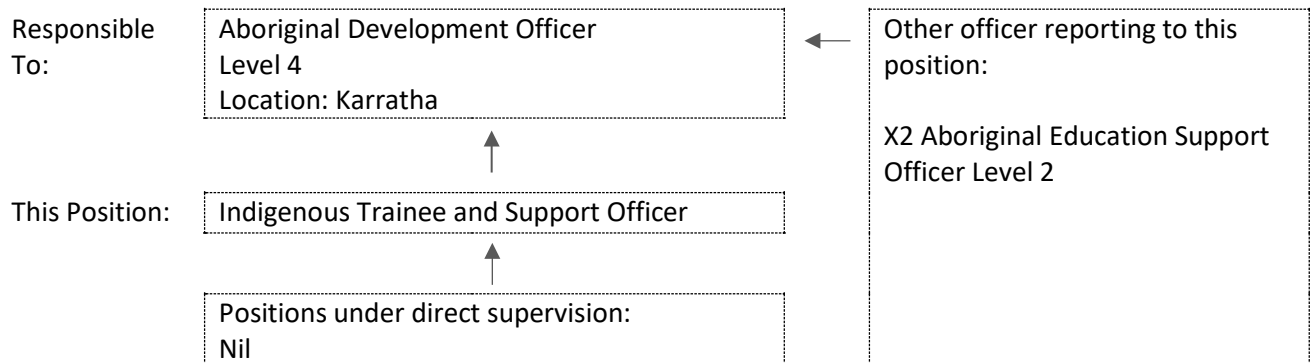


Indigenous Trainee and Support Officer GOSAC

Position Details

Position Number: 30000326
Classification: Level 2
Award/Agreement: Public Service and Government Officers CSA General Agreement 2019
Directorate: Organisational Services
Location: Karratha

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

This position is responsible for using a student-focused case management approach. The Indigenous Trainee and Apprentice Support Officer will contribute to Indigenous trainees and apprentices' personal skills development and training.

Position Responsibilities

- Provide ongoing leadership and support to Indigenous students that help them to address any social and personal issues that might impede on successful completion of their training program.
- Provide Aboriginal students with appropriate referrals to help them access a range of support services externally within the community.
- Provide ongoing assistance and support to Indigenous students requiring further access to literacy and numeracy support and in addressing any academic barriers that may impede on their successful completion of training programs.
- Liaise and work with NRT's Employment Based Training team and relevant external agencies (including Group Training Organisations) to help Indigenous trainees and apprentices continue and complete their training.
- Provide course promotional sessions and leadership support to potential Indigenous trainees and apprentices to assist them in making informed decisions about appropriate courses of study with the Institute.
- Liaise with families and community members to promote programs, seek feedback and to support students in completing their training.
- Assists Aboriginal students with admission and enrolment documentation, assistance with AbStudy documentation and Centrelink referrals.
- Assist the EBT team where required with travel arrangements for Aboriginal students and assists with the processing of travel related documentation.
- Maintain close/regular contact with field and regional officers of various Government Departments and non-Government organisations to use the broad range of support provided to Aboriginal students engaged in training.
- Using a student-focused case management approach develop well-being assessment plans for Aboriginal students where required.
- Maintain appropriate records and provide information for reports as required in a timely manner that contributes to successful outcomes against NRT's Aboriginal Training Plan.
- Undertake other duties within scope and competence, as required by the Aboriginal Development Officer.

Selection Criteria

- Aboriginality (is essential as a genuine occupational qualification within the meaning of Section 50D of the Equal Opportunity Act 1984).
- Good interpersonal and communication skills, including proven experience working effectively with Aboriginal people and communities.
- Knowledge of the barriers that some Aboriginal people face in training and employment and strategies or approaches to overcome them.
- Sound administrative skills and experience working with Microsoft Office suite of products (including Word, Excel, Outlook and others) or similar.
- Current "C" Class drivers licence.



Appointment Factors

Location: North Regional TAFE Campus

Accommodation: Not applicable

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)
Occupational Safety and Health Act (1984)
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.

Employee		Managing Director	
Name:		Name:	Kevin Doig
Signature		Signature	



Date:		Date:	18/02/2020
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