

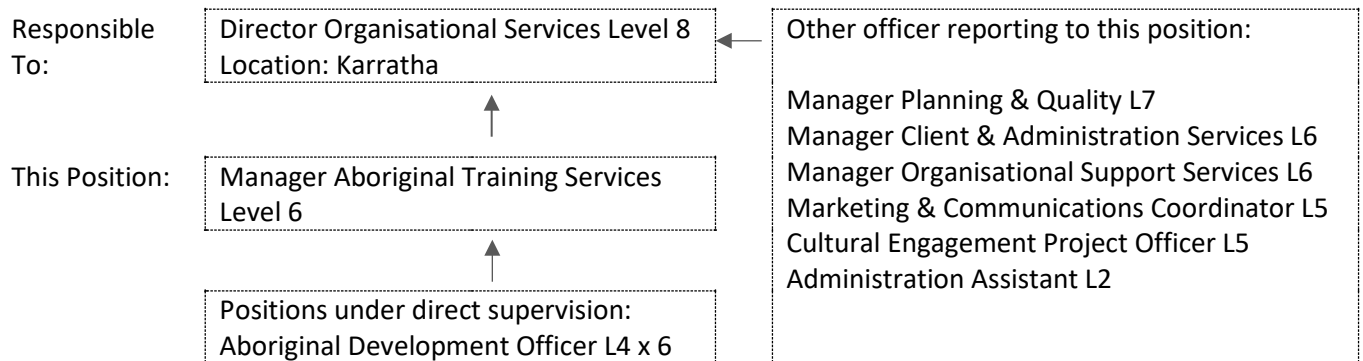


Manager Aboriginal Training Services

Position Details

Position Number: 30000026
Classification: Level 6
Award/Agreement: Public Service and Government Officers CSA General Agreement 2019
Directorate: Organisational Services
Location: Broome or Pundulmurra (South Hedland)

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 provides strategic leadership to North Regional TAFE's Aboriginal Training Services (ATS) team and provides effective management of human, physical and financial resources of the Team within approved business and budget allocation.

This position will consult with the Aboriginal community to ensure that community perspectives on training needs are reflected in the College's delivery profile. The position will also consult and engage with a range of internal and external stakeholders to develop and implement the annual Aboriginal Training Plan in order to increase the engagement, participation, retention and completion of training programs by Aboriginal students.

This position provides advice, support and guidance across the College and will lead projects relating to the ATS team's functions.

Position Responsibilities

- Lead, coach and mentor employees within the ATS team in a manner that mirrors the purpose, core values and strategic direction of North Regional TAFE
- Provides strategic leadership to the ATS Team including managing the ATS Team budget and resources; development and implementation of the College's annual Aboriginal Training Plan and represent the College at internal and external leadership forums.
- Identify and implement opportunities for business improvements that will eliminate barriers to participation in training experienced by Aboriginal people.
- Work in partnership with Training Services Teams to proactively identify and grow training delivery opportunities and enhance Aboriginal and Torres Strait Islander participation and outcomes
- Provide leadership across the College that supports culturally appropriate services to Aboriginal students by providing advice and support to staff to embed culturally informed approaches to their work
- Undertake research, analysis and evaluation on matters in relation to Aboriginal programs, service improvements and outcomes and present recommendations to the Executive Management Team for consideration
- Develop and maintain positive relationships with relevant stakeholders across the Pilbara and Kimberley regions including industry, government and community to inform research and to achieve NR TAFE's Aboriginal Training Plan.
- Promote the Aboriginal Training Plan to all NR TAFE by developing a range of communication, education and support strategies to ensure its effective implementation
- Develop, maintain and effectively promote support services for Aboriginal students to relevant stakeholders including College staff



- Actively contribute to the effective operation of the Aboriginal Education, Employment and Training Committee (AEETC) by providing support and advice, reporting on performance and participating in AEETC meetings
- Lead and support required workplace health and safety practices, contribute to the positive culture of NR TAFE and actively promote the preferred values and behaviour of the College
- Other duties as required

Selection Criteria

Essential Criteria

1. Aboriginality (under section 50D) of the Equal Opportunity Act, Aboriginality is considered an essential occupational criteria)
2. Well-developed management and leadership skills including the ability to mentor, coach and support staff, provide feedback and proactively assist staff with professional development and career development
3. Well-developed interpersonal and communication skills including experience in developing and maintaining effective relationships with Aboriginal people, communities and internal and external stakeholders.
4. Well-developed conceptual and analytical skills demonstrated through the planning, implementation and evaluation of programs or projects; with the ability to make presentations, write reports, submissions and to operationalise strategy and plans
5. Proven organisational and time management skills, including ability to prioritise, manage multiple tasks, work to deadlines and the ability to adapt to changing priorities
6. Knowledge of the vocational education and training (VET) sector

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:	