



Aboriginal Training Services Coordinator

Position Details

Position Number: 30000790

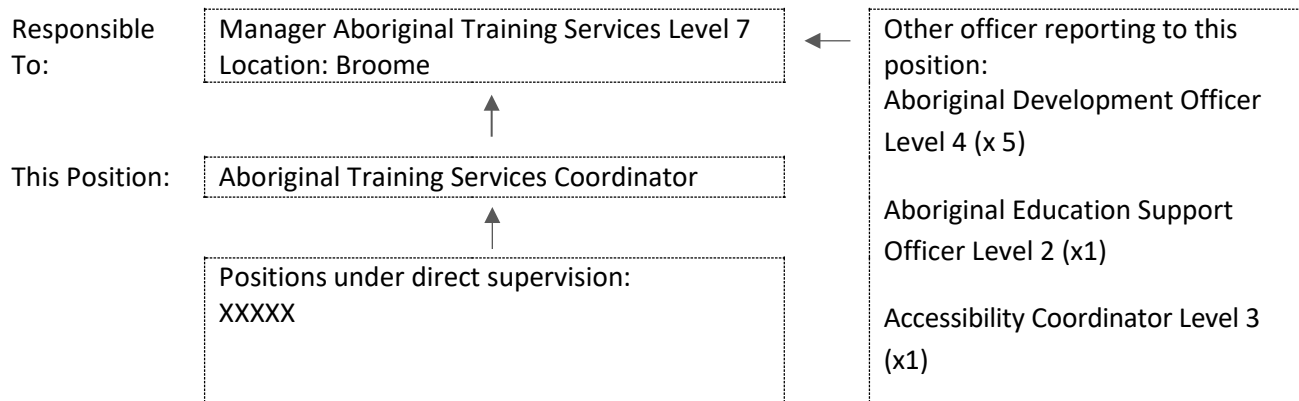
Classification: Level 5

Award/Agreement: Public Service and Government Officers CSA General Agreement 2022

Directorate: Organisational Services

Location: Broome

Reporting Relationships



Our Purpose

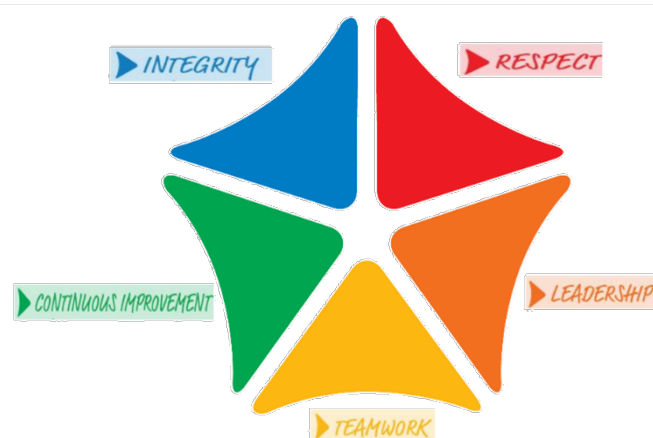
North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

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

In collaboration with the ATS Manager, coordinate the day-to-day work and program activities of the North West Aboriginal Training Services team so as to effectively assist Aboriginal communities and people to access TAFE services and support them in maximizing outcomes. This position requires significant travel to NRT campuses, towns and Aboriginal communities throughout the North West and other external forums related to Aboriginal education, training and workforce participation issues.

Position Responsibilities

- Coordinate the day-to-day work and program activities of the North West Aboriginal Training Services team to ensure the most effective utilization of resources and compliance with relevant legislation and standards.
- Liaise with communities, organizations, government departments and industry to develop education and training plans and integrated community projects.
- Ensure training delivery staff are available to provide tutorial assistance for Aboriginal students and attends classes to coach students as appropriate under the direction of training delivery staff.
- Manage the provision of appropriate pastoral support for prospective and enrolled students including information and arrangements for ABSTUDY, childcare and other forms of pastoral and financial support.
- Coordinate the preparation of funding submissions and assist communities to develop funding proposals for training projects.
- Manage the collection and reporting of ATS team member activity data and project information and statistics regarding Aboriginal education, training, and workforce participation.
- Contribute to the development, monitoring and reporting on annual Aboriginal Training Plans and associated operational budgets.
- Contribute to the development and manage the North West implementation of Aboriginal support and development policies, standards and procedures consistent with NRT strategies and objectives.
- Develop and administer continuous improvement activities to ensure the delivery of quality services to clients and stakeholders.
- Promote Aboriginal education and training amongst NRT staff and stakeholders.
- Provide a consultancy service to NRT staff and external organisations on Aboriginal education and training issues.
- Develop and implement strategies that lead to skills development, employment outcomes that promote the value of life-long learning for Indigenous people in the North West.
- Liaise with College Staff, indigenous organizations and communities, government departments and industry to ensure the delivery of effective services consistent with Council policies and government legislation, policies and standards.
- Represents NRT on committees, working groups and at other forums.
- Provide support, attend and present to Aboriginal Education Employment Committee.
- Undertake other duties as required, within the employee's skills and abilities



Selection Criteria

Essential

1. Aboriginality (under Section 50D of the Equal Opportunity Act) is considered essential.
 2. Demonstrated ability to lead and manage people in a participatory team environment.
 3. Experience in working with indigenous communities in community development or training projects.
 4. Experience in the delivery of training or training support for indigenous people.
 5. Well developed communication (verbal and written) skills including demonstrated experience in public speaking and preparation of written reports and funding submissions.
 6. Demonstrated experience in research, data collection/analysis and project management.
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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:	
Signature		Signature	
Date:		Date:	