



Aboriginal Development Coordinator

Position Details

Position Number: 30000281

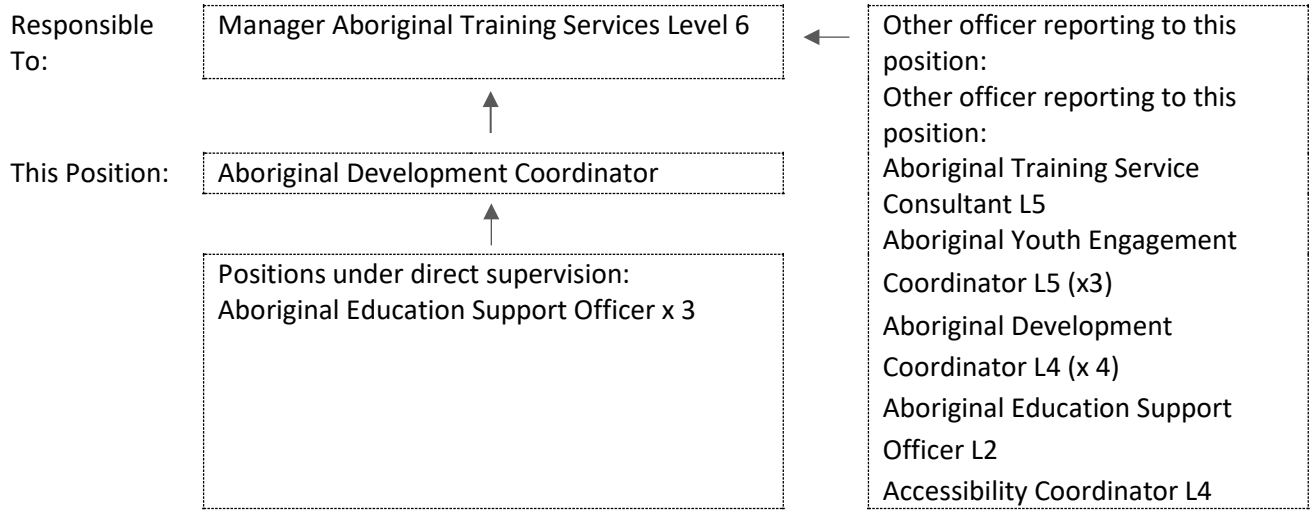
Classification: Level 4

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

Directorate: Organisational Services

Location: Kununurra

Reporting Relationships



Our Purpose

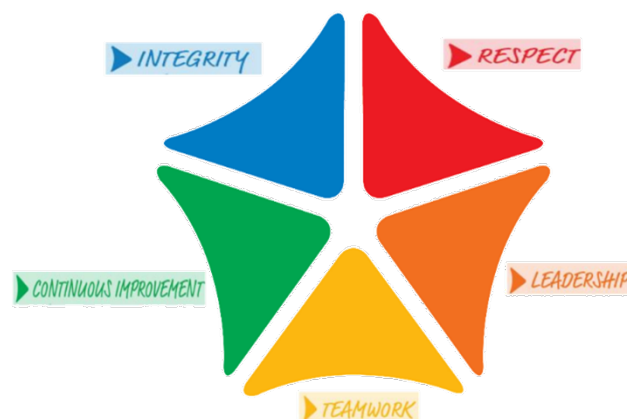
North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

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 works under the direction of the Aboriginal Training Services (ATS) Manager to monitor progress and evaluate strategies implemented to increase attraction, retention, and completion of Aboriginal students. The key role of this position is to coordinate the provision of quality ATS student support services in compliance with all relevant governing legislation and standards to achieve the best possible training, higher education and/or employment outcomes for Aboriginal students.

Position Responsibilities

- Manage the day-to-day activities, resources, schedules, performance, and development of campus ATS team to ensure quality service delivery.
- Coordinate and facilitate planning, implementation and evaluation of strategies/actions undertaken by the ATS team to meet the academic and social support service needs of Aboriginal students.
- Provide cross-cultural advice and guidance to NRT Leadership and campus staff to increase engagement and retention of current and future Aboriginal students.
- Assess and advise on the cultural appropriateness of NRT training programs, delivery, and facilities to develop and implement strategies to overcome barriers and increase access for Aboriginal students.
- Assist Aboriginal communities and corporations to identify employment, vocational education and training needs and assist with the development of strategies, training, and programs to meet those needs, including youth engagement specific programs.
- Represent NRT and/or the ATS Manager on management/consultative/agency committees and other relevant regional education, training, and Aboriginal workforce development forums to increase collaboration and strengthen relationships with external stakeholders.
- Maintain positive relationships with Aboriginal Community controlled organisations and Native Title groups to ensure continuous consultation to provide appropriate cultural guidance to the College.
- Provide assistance to the ATS Manager with reviewing, evaluating, and facilitating timely adjustments to strategies to meet targets.
- Undertake other duties as required by manager, within the employee's skills and abilities.

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

Selection Criteria

1. Aboriginality (under Section 50D of the Equal Opportunity Act 1984, Aboriginality is considered an essential occupational criteria).
2. Excellent knowledge of Aboriginal cultural norms and protocols applicable to the Kimberley/Pilbara regions.
3. Knowledge of the current requirements of both Commonwealth and State Governments regarding Vocational Education and Training (VET) and Closing the Gap in Aboriginal training and workforce participation.
4. Well-developed written and verbal communication skills with the ability to develop and maintain collaborative networks with internal and external stakeholders committed to Aboriginal participation in VET training and the regions' workforce.



5. The ability to develop and implement appropriate vocational educational and training programs for Aboriginal people. Project management experience in an Aboriginal community environment an advantage.
6. Advanced administration skills with significant experience working with the Microsoft Office suite of products (including Word, Excel, Outlook and others).

Other Requirements

May be required to work any College Campus

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)
Work Health and Safety Act (2020)
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:	Helen Smart
Signature		Signature	
Date:		Date:	12 January 2024