



Aboriginal Student Mentor

Position Details

Position Number: 30000XXX

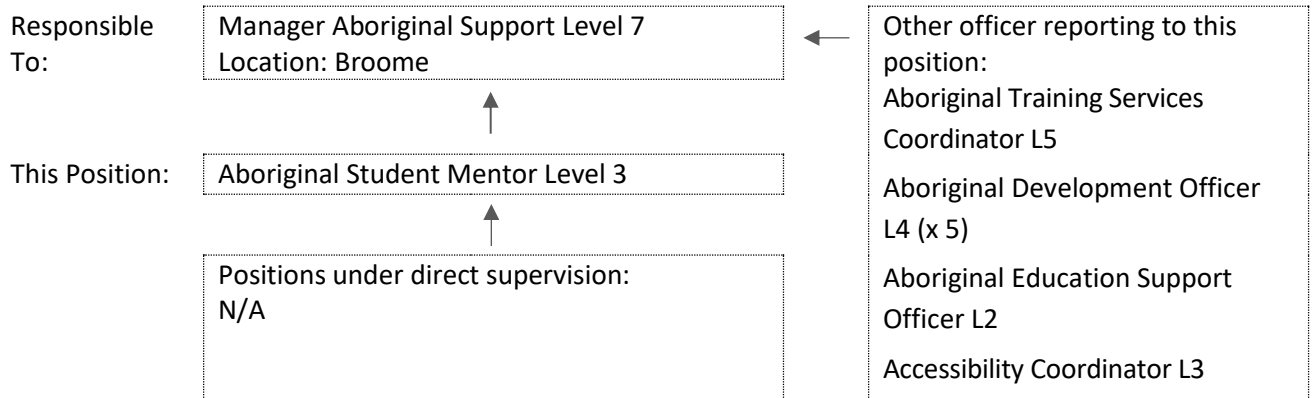
Classification: Level 3

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

Directorate: Organisational Services

Location: Various

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

Provides Aboriginal and Torres Strait Islander students with a range of services to assist them in their academic pursuits at North Regional TAFE.

Position Responsibilities

- Provides culturally appropriate support to Aboriginal and Torres Strait Islander students at the College, including information about services and support available through the Aboriginal Support Centre.
- Assists with student enquiries and provides assistance in the modification of courses and in arranging alternate assessments for students as required.
- Provides support to students and staff across North Regional TAFE campuses and on country delivery.
- Provides internal and external clients with an efficient and professional service.
- Assists North Regional TAFE to meet compliance standards.
- Promotes a high level of customer service.
- Undertakes research and address the needs of individual students.
- Facilitate student study/ ITAS Tutoring workshops at the Aboriginal Support Centre.
- Present at student orientations and community events.
- Supports the College to be aware of, respect and celebrate Aboriginal cultures.

Selection Criteria

Essential

- Aboriginality (under Section 50D of the Equal Opportunity Act).
- Sound verbal and written communication skills.
- Sound interpersonal and negotiating skills with ability to relate effectively with all students, staff and stakeholders.
- People management skills.
- Good organisational skills including resource and time management.
- Good level of computer skills, including the use of a variety of administrative software packages

Other Requirements

- May be required to work from 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)
- 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:	