



# Aboriginal Education Support Officer GOSAC

## Position Details

Position Number: 30000113

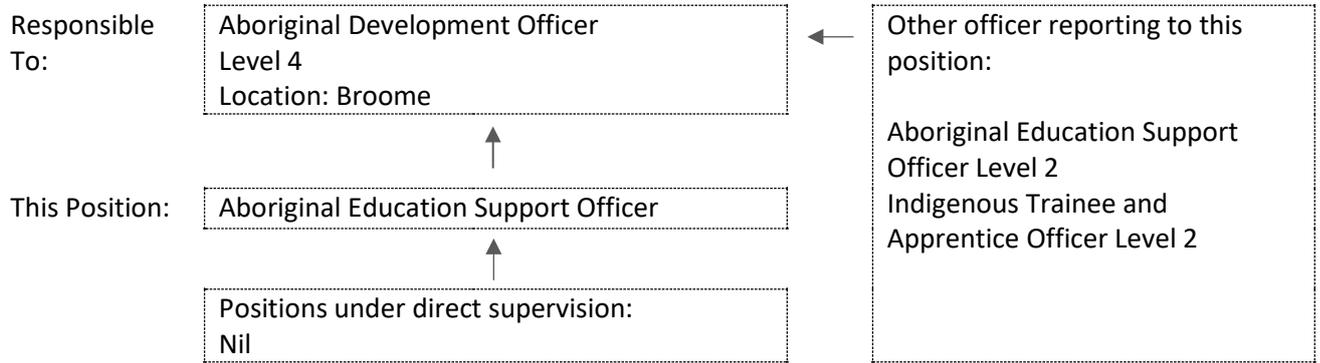
Classification: Level 2

Award/Agreement: Public Service and Government Officers CSA General Agreement 2021

Directorate: Organisational Services

Location: Broome

## Reporting Relationships



## Our Purpose

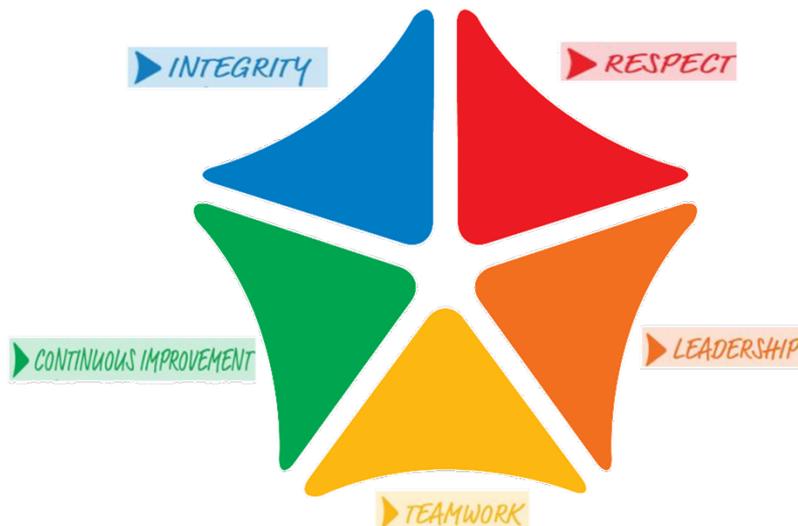
North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

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

This position is responsible for providing support to Aboriginal students to commence, continue and complete training. The position connects North Regional TAFE (NRT) to the training and employment needs of Aboriginal individuals, groups and communities.

## Position Responsibilities

- Consult and liaise with Aboriginal individuals, groups and communities on their training needs and discuss follow-up opportunities with the Aboriginal Development Officer.
- Under the direction of the Aboriginal Development Officer, collaborate with Training Managers and other relevant NRT staff members to ensure engagement of Aboriginal people in the development and delivery of appropriate training programs.
- Provide internal advice on the cultural appropriateness and/or protocols on NRT training programs, delivery and facilities.
- Provide support to lecturing staff who are delivering off-campus training to Aboriginal clients as agreed with the Aboriginal Development Officer.
- Represent NRT and maintain positive working relationships with officers of government and non-government agencies and organisations to identify training opportunities and keep up to date on support services available for Aboriginal people.
- Represent NRT and maintain positive working relationships with officers of government and non-government agencies and organisations to identify training opportunities and keep up to date on support services available for Aboriginal people.
- Meet regularly with and maintain good working relationships with secondary schools in the region, providing information sessions and advice about courses and facilities offered by NRT to achieve seamless transition from secondary education to VET and minimize the numbers of disengaged youth.
- Provide advice to prospective Aboriginal students regarding training requirements and pathways and the support services available.
- Provide support to Aboriginal clients to begin, continue and complete their training courses by adopting a student-focused case management approach to develop and implement individual Academic and/or Social/emotional Well-being Plans to assist referred students to overcome barriers and achieve successful completion of their training programs. Aboriginal student support plans may include but are not limited to the following:
  - Informal counselling or referral to appropriate qualified support.
  - Meetings with families to improve support for the student.
  - Obtaining financial support with course fees etc.
  - Provide In-class academic support (according to Lecturer referrals).
  - Provide advice to NRT staff on local language, cultural protocols and sensitivities as required for specific training programs.
- Provide in-hours support service to Customer Service staff in relation to enrolments of Aboriginal people.
- Provide transport services to Aboriginal students as agreed with the Aboriginal Development Officer.
- Maintain monthly Activity Logs and other appropriate records and provide information/reports as required and in a timely manner.
- Work with the Aboriginal Development Officer to assess progress and identify further actions and successful outcomes against NRT's annual Aboriginal Training Plans.
- Undertake other duties within scope and competence, as required by the Aboriginal Development Officer.



## Selection Criteria

- Aboriginality (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.
  - Understanding of the barriers that some Aboriginal people face in training and employment and strategies to overcome them.
  - Familiarity with government programs in education, employment and training for Aboriginal people.
  - Sound administrative skills and significant experience working with the Microsoft Office suite of products (including Word, Excel, Outlook and others).
  - Current "C" Class drivers licence and willingness to drive to remote locations
- 

## 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:             |  |