

Position Description

Position Title	Manager - First Nations Community & Student Engagement
Portfolio	Student Experience
Division	Student Experience
Department/Cost Centre	Koorie Support – 05090 and 05002
Classification	Specialist Staff Level 8
Position Number/s	102822
Reporting to	Executive Manager - Student Experience
Supervises	Koorie Student Support Officers

Who is South West TAFE?

South West TAFE (SWTAFE) is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston.

To better meet the demands of the fast-paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Student Experience Portfolio is an integral part of SWTAFE's commitment to providing exceptional support and resources for its students. The portfolio encompasses front-facing support departments including Student Administration, Disability Support, Student Engagement and Support and oversees three regional SWTAFE campuses. These departments collaborate to provide a holistic and inclusive student experience and aim to foster a supportive learning environment that empowers students to achieve their academic and career goals.

The Student Administration department assists prospective students with course information and application processes. Disability Support and Koorie Support teams offer specialised assistance and resources for students with disabilities and Aboriginal and Torres Strait Islander students respectively. These teams provide specialised assistance, advocacy, and resources to ensure that every student has equal access to education and opportunities for success.

The Learning Support Unit improves foundational skills, and Wellbeing Support focuses on the mental, emotional, and physical well-being of SWTAFE students. The Skills & Jobs Centre provides career guidance, job placement, and industry connections. The Reconnect Program plays a crucial role in supporting individuals who have become disengaged from education or employment. The Apprenticeship Support Officer provides advice and support to the region's apprentices. This portfolio provides a holistic approach to ensuring students develop skills in line with their personal career aspirations.

The Student Experience Portfolio also ensures convenient access to education and support services by overseeing regional campuses in Colac, Hamilton, and Portland.

Position Overview (Your Opportunity)

The responsibilities of the Manager – First Nations Community and Student Engagement includes oversight and supervision of SWTAFE's Koorie support team as they support students and staff across the regions, and further develop partnerships and drive engagement with major Aboriginal organisations and other stakeholders. They are responsible for writing and implementing the Wurreker and Reconciliation Action Plans. They provide expert leadership, advice and support to the organisation, whilst leading initiatives that contribute to the organisation's Aboriginal Cultural Capability in the workplace Action Plan. They will provide strategic leadership to enable and create increased engagement with, and understanding of, cultural knowledge and culturally safe practices and experiences for students and staff at SWTAFE.

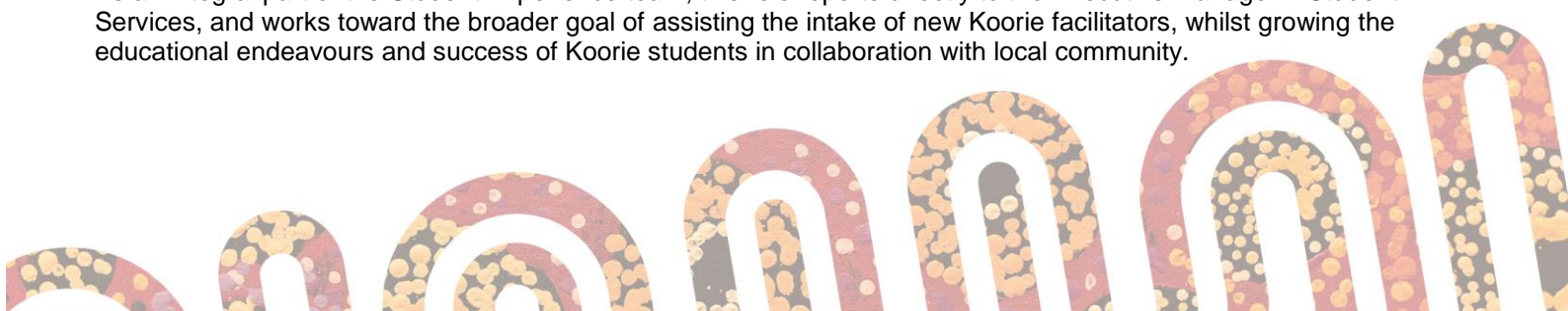
They will be responsible for positioning SWTAFE as a leading and respectful provider of Indigenous people's education across the broader community.

The role will focus on providing the strategic support and advice to the organisation, including:

- Leading the SWTAFE Koorie Support team across all campuses.
- Lead Aboriginal/Cultural inclusivity at SWTAFE including teaching and learning delivery, assessment options, student experience and linkages to external organisations.
- Lead the development and adaptation of frameworks, to ensure organisation practices align with cultural understandings and culturally safe practices that support opportunities for progression, completion and pathways for First Nations students.
- Oversee all programs specific to First Nations peoples, ensuring student success through culturally engaging education delivery and assessment options and, appropriate support services and linkages.
- Partnerships and engagement with major Aboriginal organisations, such as: Aboriginal Corporations; Traditional Owner Groups; Registered Aboriginal Parties (RAPs); Aboriginal Land Councils Aboriginal Community Controlled Health Organisations (ACCHOs); and, Aboriginal Community Controlled Organisations (ACCOs).
- Employment and professional development of Koorie support team members.
- Preparing reports and documents including the SWTAFE Wurreker reports and Reconciliation Action Plans (RAP).
- Collecting, interpreting and analysing data for internal and external use to promote and lead strategic change with a focus on Aboriginal/Cultural inclusivity.
- Research initiatives on trending changes in First Peoples education and training approaches, and inform of competitive opportunities to improve SWTAFE's service offering for Community.
- Grow First Nations education programs and projects in collaboration with key senior staff both within SWTAFE and in partnership with external organisations.

The Manager establishes and maintains links with the region's Koorie community to ensure their involvement in the identification of educational needs, the planning of relevant courses, effective promotion of education and training, and putting strategies and services in place to support the successful education outcomes of Koorie learners.

As an integral part of the Student Experience team, this role reports directly to the Executive Manager – Student Services, and works toward the broader goal of assisting the intake of new Koorie facilitators, whilst growing the educational endeavours and success of Koorie students in collaboration with local community.



Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation.

These accountabilities include but are not limited to:

Your Position

- Manage high quality services aiming to increase Koorie student participation and completion of courses at SWTAFE.
- Support and grow the Koorie team across the Organisation.
- Manage the recruitment and selection of staff for the Koorie support team, ensuring that they:
 - are supported and have access to services within their day-to-day working environments
 - set and monitor team goals, including rosters and timetabling.
 - develop Koorie student engagement activities
 - update the in-house Supportability system with student interactions
- Develop and implement the Wurreker Plan, the Reconciliation Action Plan and other specific obligations set by Government and understand how these interact with related functions, policies and procedures at SWTAFE.
- Manage all funds and resources allocated to and associated with First Nations deliverables.
- Work collaboratively as part of the Senior Leadership team within the organisation.
- Work closely with the Koorie community, secondary schools, SWTAFE employees, Wurreker Broker, appropriate Government Departments, local Councils and Shires, and other organisations to develop and support vocational education and training programs and pathways for the Koorie community in the South West region.
- Analyse data on student insights to provide expert advice on policies and procedures.
- Lead and manage strategic and operational planning of First Nations people at organisational level.
- Provide the Koorie perspective, interpretation and implementation of Government policy relevant to First Nations education and training.
- Research and prepare submissions for related funding from appropriate State and Federal sources for Koorie specific projects and represent SWTAFE as required on a range of internal and external committees.
- Prepare and deliver professional advice to all staff, students and the broader SWTAFE community on relevant Koorie policy and cultural issues including mentoring teachers as required, in the provision of student support, and providing advice on teaching strategies and appropriate staff development activities.
- Make significant contribution to teaching strategies and directions.
- Drive, deliver and record all work-related activities and communicate to the senior leadership team through reports and presentations.
- Lead and utilise the SWTAFE Aboriginal Advisory Committee for strategic guidance.
- Strengthen the capacity of SWTAFE to provide culturally inclusive resources and programs that respect Koorie culture.

Stakeholder Relationships

- SWTAFE Executive Leadership team
- Aboriginal Community Controlled Organisations (ACCOs)
- Local Aboriginal Education Consultative Groups (LAECG)
- Victorian Aboriginal Education Association (VAEAI) / Wurreker
- Members of the Organisations senior leadership team
- The South West TAFE Aboriginal Advisory Committee
- Victorian Department of Education and Training Department of Jobs, Skills, Industry and Regions (DJSIR)
- Office of TAFE Coordination and Delivery (OTCD)
- Australian Skills Quality Authority (ASQA)
- Victorian Registration and Qualifications Authority (VRQA)
- National Skills Commission
- Victorian TAFE Association



Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance.
- Keep up to date with relevant information and industry best practice.
- Comply with internal policies and procedures including the Code of Conduct.
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment.
- Commit to access and equity principles in carrying out work functions.
- Actively participate in the organisations Achievement Development Program (ADP).

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated experience in leading successful and productive student focused teams.
- Ability to deal with complex matters.
- Evidence of acceptance and established links with relevant Koorie Communities and a demonstrated understanding of, and empathy for, the issues relevant to Koorie education and training.
- Knowledge of funding sources relevant to Koorie education, experience in managing budgets and acquitting funds.
- Practical experience in Koorie education and training and an understanding of relevant Government agencies involved in the delivery of education and training to the Koorie Community.
- A proactive approach, and proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules. Flexibility with working arrangements is essential.
- Highly developed interpersonal skills and written and verbal communications skills including competence in speaking and interacting with a range of Koorie audiences, and a demonstrated ability to liaise effectively with the public, industry representatives, internal staff and government agencies.
- Competence in the use of the Windows operating environment, including a sound operational knowledge of the MS Office products, Internet based applications and database management software. The ability to research the Internet is required.

Proven ability to work both autonomously and effectively and collaboratively as part of a team in the provision of student support.

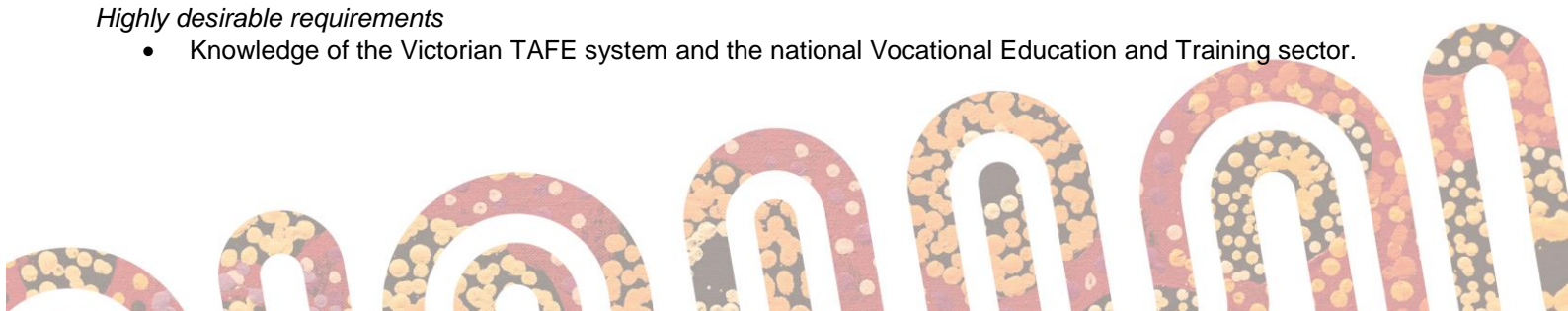
Qualifications and Requirements

Mandatory requirements

- This is a designated role under the Special Measures Provision as per the Equal Opportunity Act 2010. Only Aboriginal and / or Torres Strait Islander Australians are eligible to apply.
- Demonstrate a level of knowledge and understanding of Indigenous Australian Cultures and societies appropriate to the position. This includes lived experience and the issues affecting Indigenous people in contemporary Australian society.
- A relevant Degree or relevant post graduate qualification and experience; or lesser formal qualifications with substantial experience and knowledge of the various aspects of working with Aboriginal and Torres Strait Islander Communities.
- A current Driver's Licence.
- Employee Victorian Working with Children and satisfactory Police Check.

Highly desirable requirements

- Knowledge of the Victorian TAFE system and the national Vocational Education and Training sector.



Additional Information

- SWTAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply.
- SWTAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people.
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- SWTAFE may alter this Position Description if and when the need arises to best suit the operational requirements of the position.
- Any member of SWTAFE may be required to work at any site dependent upon business needs.

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Susan Pettigrew	
Approved by	Department Executive Manager	Susan Pettigrew	
P&C review	People & Culture	General Review	
Agreed by	Employee		

