

Position Description

Position Title	Koorie Student Support Officer
Reporting to	Manager – First Nations Community and Student Engagement
Travel	Travel between campuses will be required
Time Fraction	Full-time or Part-time
Employment	On-going
Designated ATSI position	Applicants must be of Aboriginal or Torres Strait Islander heritage.

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 **Vision** A lifetime of opportunity for all.

Our **Role** To provide education and training that enables students and our region to thrive.

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.

Cultural Safety

South West TAFE values cultural safety in the workplace for First Nations staff and students in partnership with First Nations community organisations in the South West. This is supported by our:

- Reconciliation Action Plan (Reflect)
- Wurreker Implementation Plan
- Diversity Equity and Inclusion Plan

Division Overview

The Student Experience portfolio provides student support services, that includes enrolment, disability, career, learning, apprenticeship, well-being and Koorie supports.

We aim to create a supportive and inclusive learning environment that is culturally safe and inviting for Indigenous students to thrive. The Student Experience portfolio ensures our 3 regional campuses including Hamilton, Colac and Portland provide access to education and support to its community members and beyond.

Background

The Koorie Student Support Officer helps Indigenous students at SWTAFE by addressing challenges that may affect their education and employment. This involves assessing students' needs and developing culturally appropriate support plans, including referrals to external services.

Additionally, the Koorie Student Support Officer advises teachers on culturally appropriate classroom strategies and student management. This position works closely with the Manager – First Nations Community and Student Engagement, who focuses on broader cultural inclusion and engagement with Aboriginal organisations and community.

What you will be required to do

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

These tasks include but are not limited to:

Your Position

- Supporting Indigenous students to overcome barriers to educational and employment success.
- Helping assess student needs, developing culturally appropriate support strategies, and providing referrals to relevant services.
- Provide accurate notes on student progress and engagement in a student data base
- Work alongside teaching staff to promote understanding of Koorie issues and provide culturally sensitive advice.
- Work alongside the Manager – First Nations Community and Student Engagement on broader initiatives and be involved in student activities and excursions.
- Help with supporting student enrolment and engagement, liaising with SWTAFE staff, providing case management, and acting as a first point of contact for critical incidents.

Your Organisation

- 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.

Skills needed (Applicants to address the following)

Successful team members will demonstrate the following skills:

- Have a great understanding and connection to your community and /or your mob.
- Demonstrate knowledge and understanding of Indigenous communities and culture including knowledge of their needs and aspirations in relation to education.
- Confidence in supporting students with literacy and numeracy in classroom settings and one-on-one.
- Competent computer skills, including Microsoft Office, databases and online platforms.
- Strong communication and interpersonal skills, especially with Koorie students



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.
- Minimum year 10 with relevant skills and work experience in reading, writing and comprehension.
- Experience and broad knowledge of the various aspects of working with Aboriginal Communities
- A current Driver's License
- Employee Victorian Working with Children Check
- The preferred applicant for this job will be asked to consent in writing to a police check. People with criminal records are not automatically barred from applying for this job. Each application will be considered on its merits.

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.

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Charmaine Clarke	30/04/25
Approved by	Department Executive Manager	Susan Pettigrew	30/04/25
P&C review	People & Culture		
Agreed by	Employee		

