



# POSITION DESCRIPTION

## Koorie Liaison Officer

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**Reports to:**

Education Delivery Manager

**Department:**

Koorie Programs & Youth Education

**Classification:**

PACCT 6

**Location:**

Mildura

### Primary objectives

- Coordinate effective liaison between the local Koorie community, agencies, educational services, Institute staff and local industry and business.
- Drive cultural inclusivity within SuniTAFE.
- Facilitate Aboriginal/Cultural perspectives in course curriculum.
- Promote employment and professional development for Koorie staff.

### Position summary

This position reports the Education Delivery Manager – Koorie Programs & VCAL Delivery. The incumbent is required to provide a strong link between SuniTAFE and Koorie communities, agencies and educational services within the region. The role will support positive outcomes for Koorie learners ensuring culturally safe and informed processes for Koorie learners presenting at Dulka Yuppata and Telkaya. This is an identified Aboriginal and Torres Strait Islander position.

### Key responsibilities

**Coordinate effective liaison between the local Koorie community, agencies, educational services, Institute staff and local industry and business.**

- Liaise with stakeholders and maintain membership of key groups such as LAECG, Local Aboriginal Network, VAEAI roundtable, LaTrobe, Council & Justice.
- Engage with local schools to support Koorie student transition process via development of supported transition/pathway plans for Koorie students.
- Actively promote the Institute's Indigenous programs in the community.
- Represent the Institute as a member of and provide support to the Koorie Advisory Committee.
- Provide advice to the Koorie Student Support Officer in relation to appropriate local agencies to provide services for specific learner needs.

**Ensure culturally safe and informed processes for Koorie learners presenting at Dulka Yuppata and Telkaya.**

- Actively implement and promote the Institutes Wurreker Strategy.
- Engage with key stakeholders to support the intake of students into training and education via supported pathway/transition plans.
- Liaise with employers and industry to support employment and/or work placement outcomes for Koorie student.
- Promote and support programs and activities arranged by the Dulka Yuppata and Telkaya Centres.
- Provide advice, as required, regarding matters related to Koorie education and training in the region.
- Assist in the planning and development of Koorie learner programs.

**Facilitate Aboriginal/Cultural perspectives in course curriculum.**

- Liaise with Institute staff to provide an Indigenous perspective in Institute courses and promote appropriate culturally appropriate curriculum material and teaching strategies.

**Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:**

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute’s annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Maintain awareness and comply with the Victorian Government’s Child Safe Standards.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

### Knowledge, skills and abilities

- Relevant degree and several years’ of relevant work experience or suitable combination of lesser qualifications and significant related experience.
- Thorough knowledge of Victorian Indigenous culture and society, and the ability to communicate effectively with local Indigenous people.
- An understanding of the issues encountered by Indigenous students in entering a formal educational setting such as TAFE, and of the various means of assistance available to address such issues.
- Current Driver’s license.
- A demonstrated understanding of the work and training environment.
- A high level of communication and interpersonal skills.
- Ability to build and maintain networks and relationships.
- An understanding of, and commitment to, continuous improvement and equal opportunity.

### Organisational relationships

Subordinates	Key Relationships	
Nil	Internal	External
	<ul style="list-style-type: none"> <li>• Koorie Student Support Officer</li> <li>• Teachers</li> <li>• Administration Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Government and community support services.</li> <li>• Relevant support networks</li> </ul>

### Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura, Swan Hill, Horsham and Robinvale, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

### Key selection criteria

- This is an Identified Position; applicants must identify as Aboriginal or Torres Strait Islander.

- Relevant degree and experience or an equivalent combination of significant relevant experience and a lesser qualification/s.
- Thorough knowledge of Victorian Indigenous culture and society, and the ability to communicate effectively with Indigenous people.
- An understanding of the issues encountered by Indigenous students in entering a formal educational setting such as TAFE, and of the various means of assistance available to address such issues.
- A thorough knowledge of local Aboriginal networks and support services.
- Demonstrated ability to share knowledge of Koorie culture
- Current Driver’s license

*The successful candidate will be required to provide:*

- *A successful criminal record check which is less than 6 months old*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating a minimum of two vaccinations*

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services	Di Schmidt GM, Corporate Services	[name] Incumbent
<b>Date:</b>		