



POSITION DESCRIPTION

Koorie Strategic Relationship Manager

Reports to: Senior Manager, Education Delivery

Department: Koorie Strategy

Classification:

Location: Mildura

Position summary

The Koorie Strategic Relationship Manager is a key leadership role in connecting SuniTAFE with local First Nations communities and will lead and establish Koorie Studies as a key Strategic Pillar of the organisation. The role leads and drives SuniTAFE's Reconciliation Action Plan and ensures SuniTAFE fulfills its commitments under its Wurreker Agreement. Building deep connections not only externally with local community but internally as well through collaboration with education delivery, the role is fundamental to facilitating and ensuring strong educational outcomes for First Nations students.

The role oversees a Koorie Support team based both in Mildura (Dulka Yuppata) and Swan Hill (Telkaya) campus' that work to drive cultural inclusivity at SuniTAFE, facilitate a First Nations perspective in course curriculums along with ensuring safety and advocacy for First Nations learners.

Key responsibilities

Community Connection and Engagement

- Maintain and sustain partnerships with local Koorie communities to assist in the development of targeted policies and strategies within SuniTAFE that will continue to advance Koorie education and training.
- Establishment and co-ordinate a Koorie Advisory Group ensuring strong connection and relationships with group members.
- Lead and drive forward the Reconciliation Action Plan (RAP) working party group.
- Provide feedback to manager and Strategic Leadership Team on meeting outcomes that informs the implementation of the Koorie Studies Strategic Plan.
- Utilise established networks and contacts to develop and ensure the ongoing effectiveness of the stakeholder advisory groups.

Strategic Leadership

- Build and maintain politically influential relationships at a state level within the bureaucracy, VAEAI and others if relevant

- Develop vision, plans and measures for Wurreker and RAP and take lead responsibility for their implementation.
- Develop and implement a multifaceted whole of SuniTAFE cultural safety and understanding framework.
- Undertake research and analysis to provide high level, evidence based strategic advice and consultancy in relation to projects, policy, opportunities, and relevant legislation.
- Identify and track Industry trends and opportunities.
- Data analysis, forecasting, scenario planning and other methodologies are utilised to report on relevant data and trends to assist with strategic decision making
- Provide advice to SuniTAFE Executive Leadership Team and attend as a member of SuniTAFE Board sub-committee in relation to planning, tracking and the achievement of First Nations outcomes.

Operational Leadership

- Responsible for all planning and reporting obligations linked to Wurreker funding contract.
- Ensure all compliance requirements for funding agreements and projects are met.
- Oversee and ensure appropriate Governance requirements are met within the team and programs.
- Stakeholder relationship management plans, activities and frameworks are developed, negotiated and implemented to achieve the desired strategic outcomes.
- Allocated strategic projects and external projects are managed, facilitated and guided to ensure they are delivered within the stated objectives and required outcomes.
- Negotiate and facilitate with external partners on matters regarding Economic growth, development of business and employment opportunities.
- Present to the SuniTAFE Board on the progression of Koorie Strategy progression.

People Leadership

Effectively lead a high performing business area by:

- Providing leadership and managed to the Koorie Strategy team.
- Creating and maintaining a values based, safe, supportive, respectful and positive work environment free from discrimination, bullying and harassment.
- Fostering a culture of accountability, improvement, integrity and relationships.
- Guiding, coaching, and mentoring staff towards a culture of achievement that acknowledges the input of others.
- Encourage and lead staff to undertake relevant professional development.

Student Experience & Outcomes

- Work closely with Education Delivery Manager, Koorie Programs & Youth Education to support delivery to First Nations students in a safe and supportive environment.
- Provide advice and support in navigating cultural issues within both Education Delivery as well as the wider organisation.
- Review organisational policies and procedures with a cultural lens and advocate for updates that provide for a more culturally safe environment.
- Advocate for programming and training to improve SuniTAFE's cultural capability.

Act in accordance with SuniTAFE values – Relationships, Integrity, Accountability and Improvement 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 Individual Achievement Plan 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

Education & Experience

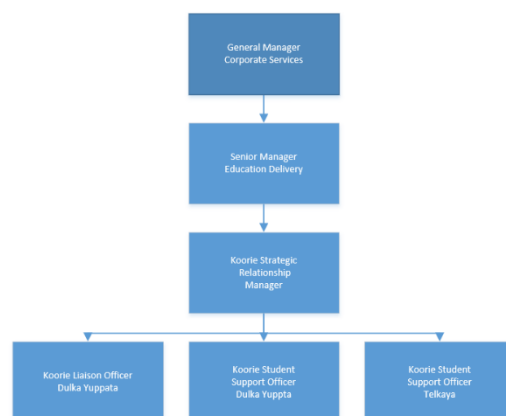
- Tertiary qualifications in Education or Management
- Successful experience in leading and collaborating with First Nations communities to achieve outcomes.
- Demonstrated linkages and relationships with local Koorie community.
- Experience leading, coordinating and promoting programs/and or projects to meet the needs of the Koorie community.
- An understanding of the challenges encountered by Koorie students in entering formal educational setting such as TAFE, and of the various means of assistance available to address such difficulties.
- An understanding of the training and employment issues affecting members of the Koorie community, particularly the local Koori communities.

- Knowledge of Victorian Aboriginal culture and society, and the ability to communicate effectively with the local Koorie people.
- Sound written and verbal communication skills and the ability to write reports.

Organisational relationships

Subordinates	Key Relationships	
<ul style="list-style-type: none"> • Koorie Liaison Officer • Koorie Student Support Officer x 2 	Internal	External
	<ul style="list-style-type: none"> • Education Delivery Managers • Senior Leadership Team • The Board 	<ul style="list-style-type: none"> • Community organisations • Government bodies

Organisational structure



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 and Swan Hill, 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

- Tertiary qualifications in Education or Management

- Successful experience in leading and collaborating with First Nations communities to achieve outcomes.
- Demonstrated linkages and relationships with local Koorie community.
- Experience leading, coordinating and promoting programs/and or projects to meet the needs of the Koorie community.
- An understanding of the challenges encountered by Koorie students in entering formal educational setting such as TAFE, and of the various means of assistance available to address such difficulties.
- An understanding of the training and employment issues affecting members of the Koorie community, particularly the local Koorie communities.
- Knowledge of Victorian Aboriginal culture and society, and the ability to communicate effectively with the local Koorie people.
- Sound written and verbal communication skills and the ability to write reports.

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old*
- *A valid working with children check*
- *Valid driver’s licence; and*
- *A full COVID-19 digital vaccination certificate*

Additional information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services		[name] Incumbent
Date:		