



## POSITION DESCRIPTION

# Garinga Djimbayang Community of practice Manager

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Reports to: Senior Manager Education Delivery

Department: Dulka Yuppata

Classification: PACCT 7

Location: Mildura

### About SuniTAFE

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.

### Our Values

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



### Primary objectives

- Establish and lead the garinga djimbayang community of practice
- Provide culturally informed advice to TAFEs, Registered Aboriginal Parties (RAP's) and other project participants about relevant aspects of the program.
- Develop and document best practice approaches on what works best to improve outcomes in enrolments and completion rates for First Nations people.
- Compile and centralising learnings into a shareable best practice guide for the TAFE Network
- Liaise with external program evaluators

## Position summary

The Manager will lead the Garinga Djimbayang Grant Program, establishing a Community of Practice among TAFEs and RAPs. This position is responsible for high level brokering and advocacy between RAP's Registered Training Organisations and other program participants, providing management, and supervision, to ensure successful delivery outcomes. This position will also coordinate consultation with industry, peak bodies, and local and state government departments in relation to the project.

The position will liaise extensively with RAPs, RTOs, project staff and government stakeholders. The Manager Garinga Djimbayang, will exercise considerable judgement, initiative, discretion and independence while interacting with project participants.

## Key responsibilities

### Program Management:

- Engage with RAPs and RTOs in high level brokerage and advocacy for the management of the Community of practice with an emphasis on self-determination and a high level of ownership of the program by RAPs for culturally safe and effective development of accredited training activities.
- Maintain a calendar of key events related to the First Nations sector and agriculture sector to highlight where the garinga djymbayang Grant Program progress could be highlighted and celebrated.
- Work within cross-functional teams of organisation partners, clients, contractors, and vendors to deliver critical projects coordination, communication, influence and negotiation of cross departmental impacts on the quality and timelines of program deliverables.
- Proactively support RAP's and RTO's and overarching project/program plans and scope to ensure that key deliverables are meet in line with funding agreements, project/program timelines, and service delivery standards
- Identify and track project/program issues and resolve with project Participants (RAPs and RTOs) and report to Senior Manager
- Ensure that all reporting, administrative, operational and financial matters are completed in a timely manner
- Ensure the delivery of a customer focused service that considers stakeholder needs in accordance with organisational expectations

- Regularly communicate with project/program relevant manager and staff to inform them about project/programs activities, progress, responsibilities and required outcomes.
- Liaise with external program evaluators

#### **Community Connection and Engagement:**

- Pro-actively build and develop partnerships with key stakeholders, particularly between RAPs and RTOs, to provide information on emerging partnership, delivery and assessment models that are effective on-ground
- Ensure that all client communications are handled in a professional manner
- Resolve queries and problems accurately and in a timely manner, providing clear advice and options directed to client needs, and/or appropriate referrals for advice needed
- Requires the ability to deal with sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to identified issues
- Build and maintain positive ongoing relationships with internal and external stakeholders to ensure the objectives of the Project are met

#### **Leadership and Team Work:**

- Build and maintain positive ongoing relationships with internal and external stakeholders that enhance delivery of service.
- Identify and establish internal and external networks that capitalise on opportunities that yield beneficial outcomes to stakeholders.
- Ensure a focus on professional standards and continuous improvement to service delivery options that meet the broad directions of the project/program
- Address and resolve conflict in a timely, confidential and constructive manner to achieve positive outcomes.

#### **Act in accordance with SuniTAFE values – Relationships, Integrity, Accountable 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 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;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.

- 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

### QUALIFICATIONS & EXPERIENCE:

- Tertiary qualifications in Education or Management
- Successful experience in leading and collaborating with First Nations communities to achieve outcomes.
- Experience leading, coordinating and promoting programs/and or projects to meet the needs of the Koorie community.

### SKILLS & ABILITIES:

- 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
- Demonstrated linkages and relationships with local 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.

- Understanding of operational requirements of RAP's

## Organisational relationships

Subordinates	Key Relationships	
	Internal	External
0	<ul style="list-style-type: none"> <li>• Senior Manager Education Delivery</li> <li>• General Manager of Education Delivery</li> <li>• Project Reporting Team</li> </ul>	<ul style="list-style-type: none"> <li>• Department of Energy, Environment &amp; Climate Change (DEECA)</li> <li>• Agriculture Victoria</li> <li>• Department of Jobs, Skills &amp; Industry (DJSIR)</li> <li>• RAP's and other RTO's</li> </ul>

## Key selection criteria

### **DETERMINED AT TIME OF RECRUITMENT**

- 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; and*
- *A working with children check.*

## Additional Information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.

- SuniTAFE promotes the safely, wellbeing and inclusion of all children including those with a disability.
- Position, requirements, classification skill level required and conditions in accordance with Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2021.

<b>Systems Access Level:</b>	HR employee
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I have reviewed and understand the preceding job functions required of me. I am prepared to meet the requirements of the position without additional accommodation.

**Incumbent:**