

POSITION DESCRIPTION

Position Title	Vet Inclusion Senior Project Officer
Salary	\$105,000 plus superannuation and car. Salary packaging available.
Reports to	Wurreker and Higher Education Team Leader
Terms of Employment	Full time, Fixed-term contract – July 2025 to January 2029 (renewable pending further funding)
Location	Northcote, with regular travel throughout Victoria

1. About VAEAI

The Victorian Aboriginal Education Association Incorporated (VAEAI) was established in 1976 and aims to increase Koorie participation and positive outcomes in education, training and employment. VAEAI also promotes awareness of Koorie cultures and educational aspirations to the wider Community. VAEAI is a statewide, community-based organisation representing Local Aboriginal Education Consultative Groups (LAECGs) across eight regions in Victoria. LAECGs are the primary source of local advice on education and training matters and participate as equal partners in the planning, development, delivery, monitoring and evaluation of education, training and employment programs at the local level.

2. Position in Context

The VET Inclusion Senior Project Officer is a new role funded under the 2024–2028 National Skills Agreement (NSA) and the Bilateral Implementation Plan (BIP) between the Commonwealth and Victoria.

The VET Inclusion Senior Project Officer will operate within the Wurreker and Higher Education Team, with the aim to improve Vocational Education and Training (VET) outcomes for First Nations learners by:

- advising VET providers on how to provide a culturally inclusive learning environment for Aboriginal and Torres Strait Islander people;
- equipping VET providers with culturally inclusive resources;
- supporting VET providers to implement culturally inclusive practices.

VAEAI's VET inclusion Senior Project Officer will also assist VET providers to develop workforce strategies with the aim of boosting employment rates and career advancement of Aboriginal people in the VET sector.

3. Key Responsibilities

The VAEAI VET Inclusion Senior Project Officer will:

- Report to the Wurreker & Higher Education Team Leader on project updates and milestones.
- Lead VAEAI's commitments under the National Skills Agreement Bilateral Implementation Plan, Closing the Gap priority reform 3: Transforming Government Organisations.
- Lead the design and production of Koorie cultural inclusion and engagement tools for mainstream VET Organisations.
- Lead the development and delivery of professional development modules and/or strategic advice for the Koorie VET workforce.

- Develop a comprehensive implementation plan aligned with the NSA Activity Schedule and milestone deliverables.
- Coordinate VAEAI VET Inclusion Project Officers, timelines, stakeholder roles, and resource allocation to ensure successful execution.
- Coordinate an annual forum for VET providers who are engaged in the VET inclusion and workforce development project/s.
- Design and maintain an evaluation framework to measure progress against agreed performance indicators.
- Prepare interim and final progress reports, including financial acquittals, in accordance with Departmental templates and deadlines.
- Prepare the submission of independent audit opinions and final evaluations.
- Ensure all activities contribute to the NSA's core objectives, including:
 - Improved First Nations learner engagement and retention.
 - Increased staff cultural competency across the VET sector.
 - More culturally responsive and inclusive practices in mainstream RTOs.
 - Expanded opportunities for First Nations people to upskill and enter higher-skilled roles within VET.
 - Growth and diversification of the First Nations VET workforce.
- Ensure all activities comply with relevant policies including Local Jobs First and Betrayal of Trust.
- Monitor and report any breaches of standards or guidelines as required under the funding agreement.
- Perform other duties as directed by the Wurreker & Higher Education Team Leader, and VAEAI Executive Management.

4. Organisational Responsibilities

The Early Years Engagement Program Facilitator:

- Reports to the Wurreker and Higher Education Team Leader
- Works with the VAEAI Team to complete urgent tasks as determined by the Executive Management Team.
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5. Personal Attributes

- **Community focused:** prioritises the needs of communities, advocates for the best outcomes and follows through with commitments.
- **Analytical:** takes a systemic view when building towards improvements in the sector, reviews data, arguments and opinions before making judgements and reaching conclusions, and is able to present clear and logical arguments.
- **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement.
- **Collaborative:** works with others to achieve common goals and inspires trust.
- **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to attain goals.

6. Key Competencies / Selection Criteria

- Experience in First Nations Education and Engagement: proven ability to work respectfully and effectively with Aboriginal and Torres Strait Islander communities.
- Knowledge of VET Sector and Cultural Competency: understanding of RTO operations and frameworks for cultural inclusion and Closing the Gap reforms.
- Program and Resource Development: experience creating culturally inclusive learning tools and professional development content.
- Project Management and Implementation Planning: ability to develop and manage implementation plans with milestone-based funding and deliverables.
- Evaluation and Reporting: strong skills in designing evaluation frameworks and preparing progress and financial reports.
- NSA and BIP Familiarity: understanding of the National Skills Agreement and its objectives for First Nations learners and workforce development.
- Stakeholder Collaboration: excellent communication and facilitation skills across diverse sectors.
- Ability to communicate and work effectively with staff from relevant government departments and educational institutions at all levels;

7. Other

- A willingness to work outside of business hours as required. (essential)
- A current Victorian Driver's License and a willingness to travel. (essential)
- A Working with Children's Check (WWCC) or willingness to obtain a WWCC. (essential)
- Qualifications and/or experience in Education, Community Development, or Public Policy.
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HOW TO APPLY

Applications demonstrating your experience and addressing the key selection criteria together with a CV are to be submitted to hr@vaeai.org.au.