



### IDENTIFIED POSITION - OPEN TO FIRST NATIONS APPLICANTS ONLY

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|----------------------------|--------------------------------------------------------------------|
| <b>Position Title</b>      | Senior Project Officer – Schools & Marrung                         |
| <b>Salary</b>              | \$105,000 plus superannuation and car. Salary packaging available. |
| <b>Reports to</b>          | Marrung Team Leader                                                |
| <b>Terms of Employment</b> | Fixed-term contract - 12 months (ongoing subject to funding)       |
| <b>Location</b>            | Northcote, with regular travel throughout Victoria                 |

## 1. Position in Context

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.

In 2016, the Victorian Government and VAEAI launched Marrung - Aboriginal Education Plan 2016-2026 to improve early childhood, school education, and higher education and training outcomes for Koorie people in Victoria. Marrung provides a blueprint for Koorie learners across the life course. VAEAI is the principal partner to the Department of Education in co-designing and supporting Marrung implementation.

Building on this work, the Victorian Government and VAEAI have now launched the **Marrung 2026-2036 First Nations Education Strategy**, which continues the commitment to improving education outcomes for First Nations children, young people, and adult learners across Victoria. The new strategy strengthens the focus on self-determination, cultural safety, community voice, and equitable educational opportunities, ensuring that First Nations learners are supported to thrive throughout their educational journey.

As the principal partner to the Department of Education, VAEAI continues to play a leading role in the co-design, implementation, monitoring, and ongoing success of the Marrung strategy.

The Senior Schools Project Officer coordinates and leads initiatives, programs and activities that support community members, parents and carers to engage with the school system; strengthens the capacity of LAECGs to participate in education decision-making; and contributes to positive, culturally safe and inclusive learning environments for Koorie students. The role also provides high-level project, meeting and reporting support to the Marrung Team Leader and other Schools and Marrung team priorities.

## 2. Organisational Responsibilities

- 2.1** Report to the Marrung Team Leader
- 2.2** Provide senior project support to the Marrung Team Leader and contribute to the work of the Marrung Team.
- 2.3** Work collaboratively with VAEAI staff focused on school education and with staff across other program areas.
- 2.4** Provide guidance, coordination and practical support to project staff when delivering agreed Schools and Marrung priorities.
- 2.5** Work with the VAEAI team to complete urgent and organisation-wide tasks as determined by the General Manager.
- 2.6** Follow up priorities raised by LAECGs and ensure agreed actions are recorded, progressed and reported.

**2.7** Maintain accurate project records, meeting documentation, correspondence and reporting information.

### **3. Senior Project Officer Responsibilities**

- 3.1** Lead and contribute to the delivery of initiatives related to the Marrung Education Plan and other VAEAI priorities, including the following:
  - 3.1.1** Support systematic planning and consistent delivery of Cultural Understanding and Safety Training across Victoria.
  - 3.1.2** Provide regular support, information and advice to community members, particularly parents and carers, on education policy, programs and pathways.
  - 3.1.3** Work with the Department of Education and other stakeholders to support community involvement and adherence to Koorie protocols.
- 3.2** Collate information, monitor progress and provide considered advice to the Department of Education, Victorian Catholic Education Authority and Independent Schools Victoria on the delivery of Schools programs.
- 3.3** Coordinate the reimbursement of LAECG Chairpersons costs incurred through participation in Schools programs.
- 3.4** Respond to general enquiries from schools, support programs and the public regarding Koorie education policy and practice across government, Catholic and independent school systems.
- 3.5** Support Marrung Facilitators to develop and distribute materials and resources that assist LAECGs to provide leadership and participate in Roundtable and Partnership Forum discussions.
- 3.6** Coordinate the development of resources and delivery of training to LAECGs to support their participation in Schools programs.
- 3.7** Support the Marrung Team Leader to plan and coordinate meetings, forums, roundtables, workshops and other stakeholder activities.
- 3.8** Prepare meeting agendas, briefing papers, presentations and supporting documents; coordinate meeting papers; and record clear minutes, decisions and action items.
- 3.9** Monitor meeting actions and project commitments, follow up responsible staff and stakeholders, and provide progress updates to the Marrung Team Leader.
- 3.10** Draft, edit and coordinate high-quality reports, progress updates, correspondence, submissions and briefing notes for internal and external audiences.
- 3.11** Gather and analyse project information, community feedback and program data to support reporting, planning, evaluation and continuous improvement.
- 3.12** Support the Marrung Team Leader with work planning, priority tracking, stakeholder communication, document management and other support activities required for effective team delivery.
- 3.13** Represent VAEAI at meetings and forums when requested, communicate agreed organisational positions and provide timely written or verbal updates.
- 3.14** Identify emerging issues, risks and opportunities affecting Schools and Marrung work, and raise these promptly with the relevant Team Leader.
- 3.15** Contribute to culturally safe, respectful and collaborative work practices across VAEAI and in all engagement with communities and stakeholders.

### **4. Key Competencies and Selection Criteria**

- 4.1** Strong knowledge of current Victorian education and training policies, programs and priorities, particularly Marrung - Aboriginal Education Plan 2016-2026.
- 4.2** Sound knowledge of Koorie cultures, communities and networks, and an understanding of issues affecting Koorie participation in education and training.
- 4.3** Demonstrated experience leading or coordinating projects, activities and deliverables across multiple stakeholders.
- 4.4** Exceptional planning, coordination and organisational skills, with the ability to manage competing priorities and meet deadlines.
- 4.5** Demonstrated ability to provide leadership around specific VAEAI tasks and activities and to bring staff and stakeholders together to achieve outcomes.

- 4.6 Well-developed skills in establishing, maintaining and managing stakeholder relationships.
- 4.7 Ability to work respectfully with parents, carers, community members and the public to respond to and resolve issues.
- 4.8 Ability to advocate for education and training initiatives that reflect the needs and aspirations of Koorie communities.
- 4.9 Ability to participate effectively in networks and community meetings to advance VAEAI objectives.
- 4.10 High-level written communication skills, including demonstrated experience preparing reports, briefings, meeting papers, minutes and professional correspondence.
- 4.11 High-level oral communication, facilitation and presentation skills, including the ability to communicate ideas clearly to varied audiences.
- 4.12 Ability to communicate and work effectively with staff from government departments and educational institutions at all levels.
- 4.13 Demonstrated ability to analyse information, monitor actions and prepare accurate progress reporting.
- 4.14 Well-developed time management skills and the ability to work independently, exercise sound judgement and use initiative.
- 4.15 Sound computer skills, including a good working knowledge of Word, Excel, PowerPoint, email and online meeting platforms.
- 4.16 A current Victorian Driver Licence and the capacity and willingness to travel throughout Victoria when required.

## 5. Personal Attributes

- **5.1 Community focused:** Prioritises community needs, advocates for strong outcomes and follows through on commitments.
- **5.2 Analytical:** Takes a systemic view, considers data and differing perspectives, and presents clear and logical advice.
- **5.3 Self-disciplined:** Manages time and priorities to achieve outcomes and meet commitments.
- **5.4 Resilient:** Works through obstacles, learns from experience and identifies opportunities for improvement.
- **5.5 Collaborative:** Works constructively with others to achieve common goals and build trust.
- **5.6 Supportive:** Listens actively, communicates respectfully, builds confidence and helps others achieve shared goals.
- **5.7 Accountable:** Takes responsibility for the quality and timeliness of work, maintains accurate records and follows up agreed actions.

## 6. Other Desirable Skills, Knowledge or Experience

- 6.1 Qualifications in education, community development, project management or a related field, and/or substantial relevant experience.
- 6.2 Experience supporting senior staff with meeting coordination, report writing, briefing preparation and project administration.
- 6.3 A current Working with Children Check.

## IDENTIFIED POSITION

**This position is open to Aboriginal and Torres Strait Islander people only. Proof of Aboriginality may be requested.**