POSITION DESCRIPTION

Position Title:	***Manager, Early Years and Schools Programs***
Salary:	***$80,000 (Plus Superannuation and Car. Salary Packaging available.)***
Reports to	***Executive Manager, Programs and Policy***
Terms of Employment:	***Fixed Term Contract – 12 months (renewable pending further funding)***
Location:	***Northcote (with regular travel throughout the State)***

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 aims to promote awareness of Koorie cultures and educational aspirations to the wider community.

VAEAI is a State-wide 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, operation, monitoring and evaluation of education, training and employment programs across Victoria.

In 2016 the Victorian Government together with VAEAI launched the *Marrung – Aboriginal Education Plan 2016 – 2026* to improve early childhood, school education, and higher education and training outcomes for Koorie people in Victoria.

Marrung sets out the blueprint for Koorie learners across the life course from early childhood through to schools, and vocational education and training and higher education. VAEAI, is the principal partner to the Victorian Department of Education and Training, participating in the co-design and supporting the implementation of Marrung.

The Manager, Early Years and Schools is responsible for contributing to the ongoing development and monitoring of the implementation and outcomes of Statewide strategies and programs in Early Years and School Education as they relate to Koorie learners and families, ensuring alignment of VAEAI efforts with the priorities of the Marrung Education Plan and providing direction and support to VAEAI Early Years and Schools Programs staff.

2. Organisational Responsibilities

The Manager, Early Years and Schools:

2.1 Reports directly to the Executive Manager, Programs and Policy.

2.2 Represents VAEAI on relevant State and National Committees and at appropriate forums relating to the Early Years and Schools sector

2.3 Works with the VAEAI team to complete urgent tasks as determined by the General Manager.

2.4 Prepares briefings, policy papers and presentations on Early Years and Schools for the Executive Manager, Programs and Policy and the General Manager.

2.5 Ensures program reports are prepared in accordance with the requirements of relevant Government bodies and Funding Agency Performance / Service Agreements.

3. Role Responsibilities

This position will:

3.1 Participate in the formulation of Early Years and Schools policy and strategy through working with VAEAI Managers and the Department of Education and Training in the co-design and evaluation of efforts to build the participation and outcomes of Koorie learners

3.2 Contribute to the monitoring of Early Years and Schools program implementation and review through representing VAEAI in DET and other funding body/ partner discussions and negotiations

3.3 Make a significant contribution to setting and achieving VAEAI's strategic goals and aspirations in relation to Koorie participation and outcomes in early years and schools

3.4 Contribute to and participate in regional, state and national strategic forums and committees which inform thinking and planning related to building the capacity of the early years and schools sector to respond to and support the aspirations of Aboriginal and Torres Strait Islander learners and their families

3.5 Oversee and provide direction to all VAEAI Early Years programs including current programs - Workforce Support, Early Years Compacts, School Readiness Program (Department of Education and Training), Koorie Inclusive Practice Development (NIAA), Inclusive Services Program (Community Child Care), MACS support (Department of Skills, Education and Employment)

3.6 Oversee and provide direction to VAEAI's Schools programs including – supporting families requiring assistance to navigate the system, the annual production of the Year 12 year book, CUST in Community and KAE program support and other projects as required

3.7 Work with the Manager Wurreker Strategy and Higher Education to identify strategies and initiatives to improve pathways and transitions for Koorie Learners

3.8 Identify opportunities for funding, new initiatives and collaborative projects with key stakeholders involved in providing program and service support to Koorie early years and school learners and their families

3.9 Work collaboratively with other VAEAI Managers, Coordinators and the Marrung Facilitator team to support VAEAI's role in Marrung's governance and review and the achievement of VAEAI's goals and aspirations.

3.10 Support, motivate, and facilitate the work of the staff in the Early Years and Schools Unit.

3.11 Provide direction to, and support the staff in the Early Years and Schools Unit in the ongoing implementation, development, planning and reporting processes of all programs.

3.12 Identify staff Professional Development needs and facilitate them to access and complete PD opportunities.

3.13 Coordinate Early Years and Schools meetings with Unit staff and the Executive Manager, Programs and Policy.

4. Key Competencies/Selection Criteria

4.1 A commitment to social justice and a sound knowledge of Koorie culture, community and networks and an understanding of the issues that affect Koorie people, particularly in an education, training and employment environment.

4.2 High level knowledge of policies and priorities for Aboriginal and Torres Strait Islander and key issues which impact Koorie participation and outcomes.

4.3 Demonstrated skills in strategic leadership and change management.

4.4 Experience in program management, including planning, implementation, monitoring/ reporting and review.

4.5 Sound written and verbal communication skills and high level presentation skills.

4.6 Proven ability to communicate and manage positive relationships with strategic stakeholders including funding bodies, policy makers, LAECGs and the Koorie community

4.7 Proven ability to lead team activities and support the development of others.

4.8 Highly developed time management and self-motivation skills

4.9 Sound computer skills including good working knowledge of Word, Excel, PowerPoint, email and internet.

4.10 A current Victorian Driver's License and a willingness to travel.

5. Personal Attributes

5.1 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.

5.2 Community focused: prioritises needs of communities, advocates for the best outcomes and follows through with commitments.

5.3 Resilient: overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement

5.4 Self-disciplined: manages own time to achieve outcomes, avoiding distraction and diversions.

5.5 **Flexible**: adapts to changing circumstances in the workplace whilst effectively prioritizing work and addressing what is most important.

5.6 **Positive**: is optimistic and remains calm when faced with difficulty.

5.7 **Collaborative**: works with others to achieve common goals and inspires trust.

5.8 **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.

5.9 **Honest**: is reliable, trustworthy, credible and truthful.

6. Other Desirable Skills, Knowledge or Experience

6.1 Qualifications in policy, community development, or management

6.2 A current Working with Children's Check