Victorian Aboriginal Education Association Incorporated

Position Description

Position Title:	***South-Western Wurreker Regional Broker***
Salary:	***$63,000 (Plus Superannuation and Car. Salary Packaging Available)***
Reports to:	***Wurreker Strategy and Higher Education Programs Manager***
Location:	***South-West Victoria***

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1. About the Victorian Aboriginal Education Association Incorporated (VAEAI)

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.

2. Position in context

VAEAI, in partnership with the Koorie Outcomes Division, Department of Education and Training, is responsible for the delivery of the Wurreker Strategy (launched in 2001) to enhance education and training opportunities and create real pathways to employment for Koorie people through TAFE, ACE, and other Registered Training Organisations (RTOs).

The Wurreker Strategy ensures that training is consistent with Koorie community identified needs, links training to employment opportunities and empowers LAECGs and Koorie people in their role in the planning and endorsement of training available through post-compulsory education providers.

In 2016 *Marrung – Aboriginal Education Plan 2016 – 2026* was launched setting out a blueprint for Koorie learners across the life course, from early childhood through to schooling, and vocational education and training (including higher education).

From January 2017 the Victorian Government also began to restructure Victoria's training and TAFE system. *Skills First* aims to ensure Victoria's training and TAFE system is better managed and delivers programs that lead to jobs.

The Wurreker Strategy continues to be a key enabling Koorie strategy for the Government to deliver on its education and training agenda (*The Education State*), *Marrung* and *Skills First*, specifically the goals relating to the vocational education and training sector (VET).

The Wurreker Regional Broker positions are located in the eight VAEAI regions across Victoria. The South-Western Wurreker Regional Broker covers the south-western region of Victoria from Geelong to the South Australian border.

3. Key Accountabilities

3.1 Consult with LAECGs and liaise with Koorie community organisations, TAFE Institutions (Koorie Advisory Committees, Koorie Unit Managers and Koorie Liaison Officers), RTOs and Learn Locals to assist in identifying community needs in relation to relevant post-compulsory education programs and services for Koorie learners.

3.2 Provide expert advice to key stakeholders including CEOs and senior managers of employer bodies, corporations and local government in relation to the implementation of key Koorie education, training and employment strategies particularly Wurreker and Marrung.

3.3 Assist LAECGs to influence and participate in strategic and policy decision making which impacts Koorie participation and outcomes in education, training and employment.

3.4 Broker strong and sustainable relationships and collaborations between training providers, industry, employers and other relevant stakeholders to facilitate the development of training and employment strategies and programs which are responsive to Koorie student and community needs and aspirations and aligned to industries where skills are in demand.

3.5 Identify, share and promote models of “best practice” that clearly demonstrate education, training and employment pathways and positive outcomes for Koorie people.

3.6 Facilitate and participate in the development of activities and planning forums for the implementation and further development of the Wurreker Strategy and Marrung Education Plan, including:

- Supporting Koorie community representatives to strengthen their regional planning capacity.
- Contributing to the VAEAI and Marrung Koorie Education Roundtables, Regional Partnership Forums with DET on Koorie education, training and employment.

4. Organisational Responsibilities

Wurreker Brokers:

4.1 Report directly to the Wurreker Strategy and Higher Education Programs Manager located at VAEAI's Northcote Office

4.2 Represent VAEAI at stakeholder meetings and forums as requested.

4.3 Provide advice and support to new staff on VAEAI and the post compulsory education and training system.

4.4 Participate in regular Wurreker Unit staff meetings, planning forums and in-service training.

4.5 Work with the VAEAI team to complete urgent tasks as determined by the Wurreker Strategy and Higher Education Programs Manager

5. Key Deliverables

Wurreker Brokers must ensure they undertake activities that meet the requirements of the Common Funding Agreement (CFA) between VAEAI and the Department of Education and Training including:

5.1 Facilitation of key stakeholder meetings and forums

5.2 Maintenance of a comprehensive regional stakeholder contact database

5.3 Completion and submission of quarterly reports relating to stakeholder interactions and outcomes

5.4 Completion of regular reporting against CFA requirements using standard reporting templates

5.5 Supporting the Wurreker Awards program as directed by the Wurreker Strategy and Higher Education Programs Manager

6. Personal Attributes

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

6.2. **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

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

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

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

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

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

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

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

7. Key competencies/ Selection Criteria

7.1 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 education, training and employment

7.2 Sensitivity and respect in relation to diversity across Koorie communities and dynamics within communities

7.3 Demonstrated ability to facilitate and participate effectively in stakeholder meetings and networks to advance VAEAI objectives

7.4 Demonstrated ability to provide effective high level and detailed advice on new policy, programs and strategies directed at the Koorie community particularly in relation to education, training and employment

7.5 Demonstrated high levels of written and oral communication skills, including consultation, negotiation and report writing skills

7.6 Well developed presentation skills with the ability to deliver information/ presentations to meet the needs and expectations of a wide range of stakeholders

7.7 Highly developed time management skills

7.8 Demonstrated ability to work effectively autonomously and as part of a team

7.9 Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet

7.10 VET or higher level qualifications in community development or workplace assessment and training and/or experience working in early learning, schooling, VET or higher education.

7.11 A current Victorian Driver's License, Working with Children Check, and a willingness to travel