



## POSITION DESCRIPTION

<b>Position Title:</b>	<b><i>Toorong Marnong Project Officer</i></b>
<b>Salary:</b>	<b><i>\$90, 000 - \$105,000 (Plus superannuation and car. Salary Packaging Available)</i></b>
<b>Reports to:</b>	<b><i>Programs and Policy Manager</i></b>
<b>Location:</b>	<b><i>Northcote (with extensive travel throughout Victoria)</i></b>

### 1. Position in Context

#### **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 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 at the local level.

#### **Toorong Marnong**

The Toorong Marnong Higher Education Accord is jointly auspiced by VAEAI and the Victorian Vice-Chancellors Committee (VVCC). The core principles of the accord are to:

- Ensure that Indigenous education forms part of the core business of Universities;
- Identify and take opportunities for collaboration among Universities;
- Work towards continuous improvement in Indigenous education outcomes and
- Commit to anticipating and responding to the needs of Aboriginal and Torres Strait Islander students, organisations and communities.

Toorong Marnong means 'joined hands' in the *Woiwurrung* language of the *Wurundjeri* people on whose land most Victorian Universities are located.

Toorong Marnong upholds these principles through working collaboratively with the universities and communities to increase Indigenous participation and success in tertiary education.

#### **Toorong Marnong Project Officer**

The overall purpose of the Toorong Marnong Project Officer position is to provide leadership for and maintain and develop the programs and activities of the Toorong Marnong Initiative. The Toorong Marnong Officer supports VAEAI and the Victorian Vice-Chancellors' Committee (VVCC) to develop ways in which the nine universities in Victoria can co-operate to enhance their outcomes for Indigenous students and their engagement with Indigenous communities and people in Victoria.

## **2. Organisational Responsibilities**

The Toorong Marnong Project Officer will:

- 2.1 Report to the Manager, Wurreeker Strategy and Higher Education
- 2.2 Work collaboratively with VAEAI staff focused on policy and program support in early years, school education and vocational education and training.
- 2.3 Provide relevant information and advice to VAEAI's Programs and Policy Manager, Policy Team and Murrung Facilitators' Team on Toorong Marnong initiatives across the State
- 2.4 Work with the VAEAI team to complete urgent tasks as determined by the General Manager.

## **3. Toorong Marnong Project Officer Responsibilities**

- 3.1 Facilitation and administration of the Toorong Marnong Committee meetings
- 3.2 Development and preparation of bi-annual reports to the VVCC
- 3.3 Event management and organisation of the annual statewide 'Koorie Big Day Out' and Tertiary Information Sessions for Year 12 students across the State
- 3.4 Management of the 'Change of Preference' hotline, including staff rostering
- 3.5 Oversee the development and maintenance of the Tracks2Uni website
- 3.6 Management of the Toorong Marnong resources and budget, regularly reviewing to ensure that maximum value is delivered
- 3.7 Liaison with each of the universities and dissemination of appropriate materials
- 3.8 Raise the profile of Toorong Marnong through promoting activities, events and achievements broadly to the Aboriginal and Torres Strait Islander communities in Victoria and the school, VET and higher education sectors including using VAEAI networks and social media outlets
- 3.9 Contribute to the development and implementation of new initiatives to support the goals of the Toorong Marnong Accord
- 3.10 Conduct evaluations of activities including impacts on Aboriginal and Torres Strait Islander participation and experiences in higher education in Victoria
- 3.9 Improve financial sustainability and long-term viability of the project by providing high level support and coordination to source additional funding.

## **4. Personal Attributes**

- 4.1 **Community focused:** prioritises needs of communities, advocates for the best outcomes and follows through with commitments.
- 4.2 **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.
- 4.3 **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- 4.4 **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement.
- 4.5 **Collaborative:** works with others to achieve common goals and inspires trust.

- 4.6 **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to attain goals.

## **5. Key Competencies/Selection Criteria**

- 5.1 Knowledge of current Victorian education and training policies, programs and priorities
- 5.2 A sound knowledge of Koorie culture, communities and networks and an understanding of the issues that affect Koorie people particularly young people and their participation in education and training
- 5.3 Exceptional planning, time management and coordination skills
- 5.4 Experience in developing training content and resources
- 5.5 Demonstrated experience in training delivery
- 5.6 Well-developed skills in establishing and managing stakeholder relationships
- 5.7 Ability to participate effectively in networks and community meetings to advance VAEAI objectives
- 5.8 High level written and oral communication skills and ability to present innovative ideas to further the goals of the Koorie community in relation to education and training
- 5.9 Ability to communicate and work effectively with staff from relevant government departments and educational institutions at all levels
- 5.10 Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet
- 5.11 A current Victorian Driver's Licence and capacity and willingness to travel regularly throughout Victoria.
- 5.12 A current Working With Children's Check

## **6. Other Desirable Skills/Qualities**

- 6.1 Higher Education qualifications in Education, Training, Community Development or related fields and/or willingness to undertake training.