



POSITION DESCRIPTION

Position Title:	<i>Senior Project Officer, Early Years Program</i>
Salary:	<i>\$92,500 - \$100,000 (Plus Superannuation and Car. Salary Packaging available.)</i>
Reports to	<i>Early Years Program Manager</i>
Terms of Employment:	<i>12 Months (renewable pending funding)</i>
Location:	<i>Northcote (with regular travel throughout the State)</i>

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. 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 Early Years Senior Project Officer (EYSPO) is tasked with supporting the continuous development and monitoring of the implementation and outcomes of statewide strategies and programs in Early Years (EY), specifically as they pertain to Koorie learners and families. This role ensures that VAEAI's efforts are aligned with the priorities of the Marrung Education Plan and provides support to VAEAI Early Years Programs staff.

2. Role Overview

The Early Years Senior Project Officer will collaborate with the EY Manager and EY staff to develop, implement, and monitor the effectiveness of EY programs and initiatives. The EYSPO will assist the VAEAI EY Team with policy and project work, coordinate access to professional development and resources, and facilitate connections with local ACCOs, Traditional Owners, Koorie communities, and relevant networks.

Furthermore, the EYSPO will work in conjunction with other VAEAI teams and members of VAEAI's VRC to ensure that the needs of local communities are addressed through the design and delivery of EY programs.

3. Key Accountabilities and Deliverables

3.1 Project Delivery and Strategic Alignment

- Support the delivery of early years projects in alignment with VAEAI's strategic goals and the Marrung Aboriginal Education Plan.
- Provide policy advice and contribute to submissions, grants, and tenders that support early years initiatives.
- Assist in the development and implementation of program policies, procedures, and systems under the guidance of the EY Manager.

3.2 Stakeholder Engagement and Representation

- Represent VAEAI in relevant forums and maintain strong relationships with the Department of Education, ACCOs, Traditional Owners, and other stakeholders.
- Participate in interagency partnerships and collaborations as required.
- Promote VAEAI's EY programs and initiatives to community members and stakeholders.

3.3 Program Monitoring and Evaluation

- Assist in developing and implementing an evaluation framework and the establishment of systems for effective data collection and reporting.
- Contribute to internal and external program monitoring and review activities.
- Provide timely advice and updates to the EY Manager, EY staff, other VAEAI staff, and stakeholders on emerging project issues.

3.4 Team and Capacity Building

- Support the recruitment, onboarding, and professional development of EY staff.
- Support EY staff to coordinate professional development sessions for the Early Years Engagement Program (EYEP).
- Work with VAEAI's EY team to source and develop resources that build the capability of early years educators to deliver inclusive and culturally relevant learning environments.

3.5 Communication and Reporting

- Document and present project progress, outcomes, and implications for early years policy and programming in various forums.
- As directed, participate in VAEAI forums and meetings to gather and share feedback on EY programs.

4. Organisational Responsibilities

The Early Years Senior Project Officer will:

- Prepare briefings, policy papers and presentations on EY programs and initiatives for Executive Management and the General Manager as required.
 - 4.1 Ensure program reports are prepared in accordance with the requirements of relevant Department of Education Service Agreements.
- Represent VAEAI on relevant Committees and at appropriate forums relating to EY programs.
 - 4.2 Work with the VAEAI team to complete urgent tasks as determined by the General Manager

5. Personal Attributes

- *Community-focused and collaborative:* prioritises the needs of communities, advocates for the best outcomes, builds trust, and works effectively with others to achieve common goals.
 - 5.1 *Creative and analytical:* generates innovative ideas, reviews data and arguments systematically, and presents clear and logical solutions for improvements in the sector.
 - 5.2 *Resilient and flexible:* adapts to changing circumstances, overcomes obstacles, learns from setbacks, and addresses priorities effectively.
 - 5.3 *Self-disciplined and organised:* manages time efficiently, avoids distractions, and delivers outcomes within set targets and timeframes.
- *Supportive:* listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.
- *Honest:* is reliable, trustworthy, credible and truthful.

6. Key competencies/ Selection Criteria

- 6.1 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
- 6.2 Demonstrated sensitivity and respect in relation to diversity across Koorie communities and dynamics within communities
- 6.3 An understanding of early childhood development theory and frameworks.
- 6.4 Well-developed policy and project management skills.
- 6.5 High level written and oral communication skills and ability to present innovative ideas to further the goals of the Koorie community in relation to early years services, programs and education.
- 6.6 Ability to develop close working relationships internally and externally and participate effectively in stakeholder meetings and networks
- 6.7 Ability to work in a fast-paced environment within set targets and timeframes

- 6.8 Highly developed organisational and time management skills – able to set plans, follow-through and deliver required outcomes in a timely manner
- 6.9 Sound computer skills including good working knowledge of Word, Excel, PowerPoint, email and internet.
- 6.10 A current Victorian Driver's License and a willingness to travel.

7. Other Desirable Skills, Knowledge or Experience

- 7.1 Qualifications in Early Childhood Development of Education and/or willingness to participate in relevant studies to develop knowledge and expertise.
- 7.2 A current Working with Children's Check.
- 7.3 Some out of hours work is required from time to time.