



Position Description: VET Inclusion Project Officer

This position is open exclusively to Aboriginal and Torres Strait Islander applicants.

Position Title:	<i>VET Inclusion Project Officer</i>
Salary:	<i>\$85,000 (Plus Superannuation and Car Salary Packaging available.)</i>
Reports to	<i>Wurreker and Higher Education Team Leader</i>
Terms of Employment:	<i>Full-time, Fixed Term (July 2025 – January 2029) (renewable pending further funding)</i>
Location:	<i>Northcote (with regular travel throughout the State)</i>

1. About VAEAI

The Victorian Aboriginal Education Association Incorporated (VAEAI) is the Statewide, peak organisation for Aboriginal education and training in Victoria.

Established in 1976, VAEAI works to increase Aboriginal participation and positive outcomes in education, training and employment. VAEAI also works to promote awareness of Aboriginal cultures and educational aspirations to the wider community.

VAEAI is a 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

The VET Inclusion Project Officer is a new role funded under the 2024–2028 National Skills Agreement (NSA) and the Bilateral Implementation Plan (BIP) between the Commonwealth and Victoria.

The VET Inclusion Project Officer will work within the Wurreker and Higher Education VET Inclusion Team, with the aim to improve Vocational Education and Training (VET) outcomes for First Nations learners by:

- advising VET providers on how to provide a culturally inclusive learning environment for Aboriginal and Torres Strait Islander people;
- building resources to support VET providers to provide culturally inclusive learning environments and implement culturally inclusive practices.

VAEI's VET inclusion Project Officer will also assist VET providers to develop workforce strategies with the aim of boosting employment rates and career advancement of Aboriginal people in the VET sector.

Key Responsibilities

Working within the Wurreker & Higher Education VET Inclusion Team, the VET Inclusion Project Officer will:

- Report to the VET Inclusion Senior Project Officer on project updates and milestones.
- Support VAEI's commitments under the National Skills Agreement Bilateral Implementation Plan, Closing the Gap priority reform 3: Transforming Government Organisations.
- Build Resource packages and engagement tools for mainstream VET Organisations.
- Support the development and delivery of professional development modules and/or strategic advice for the Koorie VET workforce.
- Support the co-ordination of project timelines, stakeholder roles, and resource allocation to ensure successful execution.
- Support the VET Inclusion Senior Project Officer in the organisation of an annual forum for VET providers who are engaged in the VET inclusion and workforce development project/s.
- Contribute to the development of interim and final progress reports.
- Ensure all activities comply with relevant policies including Local Jobs First and Betrayal of Trust.
- Monitor and report any breaches of standards or guidelines as required under the funding agreement.
- Perform other duties as directed by the Wurreker & Higher Education Team Leader, and VAEI Executive Management.

Selection Criteria

Essential

- Experience in First Nations Education and Engagement: proven ability to work respectfully and effectively with Aboriginal and Torres Strait Islander communities.

- Knowledge of VET Sector and Cultural Competency: understanding of RTO operations and frameworks for cultural inclusion and Closing the Gap reforms.
- Program and Resource Development: experience creating culturally inclusive learning tools and professional development content.
- NSA and BIP Familiarity: understanding of the National Skills Agreement and its objectives for First Nations learners and workforce development.
- Stakeholder Collaboration: excellent communication and facilitation skills across diverse sectors.
- Compliance and Ethical Standards: commitment to policy compliance and ethical reporting practices.
- 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
- Ability to communicate and work effectively with staff from relevant government departments and educational institutions at all levels;
- A current Victorian Driver's License and capacity and willingness to travel regularly throughout Victoria.
- Up-to-date Working with Children check.

Desirable

- Qualifications in Education, Community Development, or Public Policy.