



## POSITION DESCRIPTION

<b>Position Title:</b>	<b><i>Wurreker &amp; Higher Education Team Leader</i></b>
<b>Salary:</b>	<b><i>\$120,000 (Plus Superannuation and Car, Salary Packaging available.)</i></b>
<b>Reports to:</b>	<b><i>Executive Manager, Programs &amp; Policy</i></b>
<b>Terms of Employment:</b>	<b><i>Fixed Term Contract – 12 months (renewable pending further funding)</i></b>
<b>Location:</b>	<b><i>Northcote (with regular travel throughout the State)</i></b>

### 1. About VAEAI

The Victorian Aboriginal Education Association Incorporated (VAEAI), founded in 1976, works to improve Koorie participation and outcomes in education, training, and employment while promoting Koorie cultures and aspirations. VAEAI represents Local Aboriginal Education Consultative Groups (LAECGs) in eight regions across Victoria. LAECGs provide local advice and are equal partners in planning, developing, running, monitoring, and evaluating educational and training programs statewide.

VAEAI in partnership with the Department of Jobs, Skills, Industry and Regions (DJSIR), is responsible for the ongoing implementation of the Wurreker strategy, which specifically aims to enhance education and training opportunities and create pathways to employment for Koorie people through TAFE, Learn Locals and other Registered Training organisations. The Wurreker Strategy remains a key enabling strategy for the achievement of the goals of Marrung in relation to post-compulsory education and training. The Wurreker strategy ensures that training is consistent with Koorie community identified needs, links training to employment opportunities and empowers LAECGs in their role in the planning and endorsement of training available in VET and Higher Education.

VAEAI supports the Toorong Marnong Accord, signed by Victoria's nine universities, to strengthen collaboration with the Victorian Aboriginal and Torres Strait Islander community. The Accord aims to improve Indigenous access to and outcomes in higher education.

### 2. Position in Context

The Wurreker & Higher Education Team Leader provides strategic leadership and operational oversight of the Wurreker Strategy, Toorong Marnong program, and associated initiatives delivered by the Victorian Aboriginal Education Association Incorporated (VAEAI).

The Wurreker Team and Higher Education Team Leader ensures strong alignment between the Wurreker Strategy, Higher Education work, and VET Inclusion activities to improve outcomes for Aboriginal learners and strengthen Aboriginal participation and leadership within the VET sector.

### 3. Reporting

The Wurreker and Higher Education Team Leader:

- Reports to the Executive Manager – Policy & Programs
- Provides direct line management to Wurreker Brokers, the Toorong Marnong Senior Project Officer, and the VET Inclusion Senior Project Officer.

### 4. Key Responsibilities

#### ***Wurreker Strategy & Higher Education***

- Lead, monitor, and continuously improve the Wurreker Strategy and Higher Education programs.
- Coordinate meetings and events for the Wurreker Strategy and Higher Education Unit, including the annual Wurreker Awards.
- Maintain effective partnerships with LAECGs, Aboriginal communities, education providers, and government stakeholders.
- Assess and support staff professional development and workforce capability.
- Support LAECGs in implementing and monitoring the Wurreker Strategy and related initiatives.
- Collaborate with Wurreker Brokers and Marrung Facilitators to enable LAECG participation in policy review, partnership development, planning, and governance activities.
- Manage the VAEAI Tertiary Education Scholarship Fund, overseeing applications, supporting recipients, and tracking outcomes.
- Direct and support unit staff in program implementation, planning, reporting, and professional development.

#### ***VET Inclusion Program***

The Team Leader is responsible for the strategic management and governance of VAEAI's VET Inclusion portfolio, including:

Provide line management and strategic guidance to the **VET Inclusion Senior Project Officer** in line with VAEAI priorities and the Wurreker Strategy.

- Oversee delivery of VAEAI's commitments under the National Skills Agreement (NSA) and Bilateral Implementation Plan (BIP) for VET Inclusion and workforce development.
- Coordinate VET Inclusion activities with Wurreker Brokers to enhance culturally inclusive practices across the VET sector.

Provide executive oversight for:

- Implementation plans and milestones.
- Evaluation frameworks and performance indicators.
- Interim and final progress reports, including financial acquittals.
- Independent audits and evaluations

Support the development of culturally inclusive tools, resources, and professional development for mainstream VET providers.

Ensure all VET Inclusion activities comply with funding agreements, departmental policies, and legislative requirements, including **Local Jobs First** and **Betrayal of Trust** obligations.

Monitor and escalate project risks, issues, and compliance matters to Executive Management as needed.

### **Strategic Leadership & Governance**

- Contribute to VAEAI's organisational strategy by ensuring strong integration between Wurreker, Higher Education and VET Inclusion workstreams.
- Represent VAEAI at high-level forums, meetings and stakeholder engagements related to VET Inclusion, workforce development, and Closing the Gap reforms.
- Provide advice and briefings to Executive Management on emerging VET policy, risks, opportunities and sector reform impacts for Aboriginal learners and workforce.

### **5. Personal Attributes**

- **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.
- **Community focused:** prioritises needs of communities, advocates for the best outcomes and follows through with commitments.
- **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement.
- **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- **Flexible:** adapts to changing circumstances in the workplace whilst effectively prioritizing work and addressing what is most important.
- **Positive:** is optimistic and remains calm when faced with difficulty.
- **Collaborative:** works with others to achieve common goals and inspires trust.
- **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**

- 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.
- High level knowledge of policies and priorities for Indigenous Education Training and Employment and key issues which impact Koorie participation and outcomes.
- Experience in program management, including planning, implementation, monitoring/ reporting and review.
- Sound written and verbal communication skills and high-level presentation skills.
- Proven ability to communicate and manage positive relationships with LAECG's, the Koorie community.
- Proven ability to lead team activities and support the development of others.
- Highly developed time management and self-motivation skills.
- Sound computer skills including good working knowledge of Word, Excel, PowerPoint, email and internet.
- A current Victorian Driver's License and a willingness to travel.
- A current Working with Children's Check.

### **7. Other Desirable Skills, Knowledge or Experience**

Qualifications in policy, community development, or management