Position Title:	***Early Years Workforce Development Officer***
Salary:	***$85,000 (Plus superannuation and car. Salary Packaging Available)***
Reports to:	***Early Years Team Leader***
Terms of Employment:	***Fixed Term Contract – 12 months (renewable subject to funding)***
Location:	***Northcote***

About VAEAI

VAEAI is the peak body for Koorie education in Victoria. We work to improve education, training and employment outcomes for Aboriginal and Torres Strait Islander people and are the Department of Education's principal partner in Koorie education.

About the Role

The Early Years Workforce Development Officer delivers the Early Years Workforce Support Program. The role focuses on engaging, supporting and strengthening the Koorie early years workforce across Victoria, working closely with educators, services, government and training providers.

Key Responsibilities

- Engage with Koorie early years educators and teachers, including those not currently working in the sector.
- Maintain and grow a statewide contact database of Koorie educators and teachers.
- Coordinate and support the First Nations Early Years Teacher Network.
- Plan and deliver bi-annual Koorie Educator and Teacher Forums.
- Support provisional teachers to progress to full registration.
- Work with early years services to promote culturally safe workplaces.
- Contribute to workforce reports, recommendations and best practice resources.
- Work collaboratively with VAEAI teams and external partners.

Personal Attributes

- **Community focused:** prioritises the needs of communities, advocates for the best outcomes and follows through with commitments.
- **Analytical**: takes a systemic view when building towards improvements in the sector, reviews data, arguments and opinions before making judgements and reaching conclusions, and can present clear and logical arguments
- **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.

Selection Criteria

- Demonstrated experience working with Aboriginal and Torres Strait Islander communities in culturally safe ways.
- Strong understanding of the early years education sector.
- Experience supporting educators or teachers, including mentoring or professional learning.
- Experience in workforce development, community engagement, education or project delivery.
- Ability to build and maintain effective relationships with diverse stakeholders.
- Strong verbal and written communication skills.
- Ability to work independently, manage priorities and meet deadlines.
- Strong organisational and administrative skills, including database management.

Additional Mandatory Requirements

- Early Years education qualification or equivalent
- Current Victorian Driver Licence and willingness to travel across Victoria.
- Working with Children Check.

Please submit your application, addressing the selection criteria to hr@vaeai.org.au.