



POSITION DESCRIPTION

Position Title:	<i>Koorie Academy of Excellence Facilitator</i>
Salary:	<i>\$75,000 - \$85,000 (Plus Superannuation, Vehicle & Salary Packaging Available)</i>
Reports to:	<i>Programs & Policy Manager</i>
Location:	<i>Northcote (with extensive travel throughout Victoria)</i>

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.

Marrung – Aboriginal Education Plan 2016-2026

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.

In the spirit of Marrung, VAEAI is responsible for:

- Managing and supporting VAEAI's internal consultative structures which are the key ways in which the LAECGs contribute to ensuring the Department is provided with accurate and timely Koorie community perspectives on policy and initiatives at state, regional and local levels.
- Providing information and advice to the LAECGS, Koorie organisations and Koorie communities generally about Marrung and other reforms in the education and training sectors
- Providing support to and participating in the Marrung central and regional governance structures and planning activities for improving Koorie learning and development outcomes.
- Providing advice to the Department on policy and program development relating to Koorie children and young people across all education sectors and supporting implementation as appropriate
- Supporting the Department of Education and Training to ensure its initiatives and plans are inclusive of Koorie cultural knowledge and understanding

Koorie Academy of Excellence

The Koorie Academy of Excellence (KAE) was established in 2012 as a partnership between VAEAI and the Department of Education and Training (DET). The KAE provides out of school hours support to Koorie secondary school students to build their aspirations to remain engaged and excel in their education, complete Year 12 and pursue their desired post-secondary education pathway.

Under Marrung, the Victorian Government has provided funding to expand the KAE from one Academy in the northern suburbs of Melbourne (North-Western Region of DET) to four Academies across Victoria, one in each DET Region.

Koorie Academy of Excellence Facilitator

The Koorie Academy of Excellence Facilitator is a new position established to support the implementation of the Academies in the new locations and ensure there is consistency in how the successful North-West model is replicated. In each location a Local Koorie Academy of Excellence Advisory Committee will ensure appropriate stakeholder engagement and input from the local Koorie community.

This position will focus on supporting the VAEAI and LAECG representatives co-chairing KAE Advisory Committees to support the consistent implementation of the KAE's across Victoria, while ensuring each KAE reflects the priorities and aspirations of their local Koorie community. Each of the four KAE Advisory Committees will participate on the KAE Statewide Steering Group providing advice and information to further support consistent implementation across all sights.

2. Organisational Responsibilities

The KAE Facilitator will:

- 2.1 Report to the Team Leader, Community Engagement
- 2.2 Work collaboratively with VAEAI staff focused on early years and school education.
- 2.3 Provide relevant information and advice to VAEAI's Programs and Policy Manager and the Policy, Schools and Wurreker teams on KAE implementation across the State
- 2.4 Work with the VAEAI team to complete urgent tasks as determined by the General Manager.

3. KAE Facilitator Responsibilities

- 3.1 Supporting and continually improving an overall framework to guide local KAE Advisory Committees in the oversight and implementation of KAE related activities, initiatives and events
- 3.2 Providing regular information and advice to LAECG representatives on local KAE Advisory Committees on education policy, programs, planning and structures relevant to the roll-out of the KAEs across the State including relevant Marrung issues
- 3.3 Ensuring there is systematic planning and consistent approaches to the implementation of the KAEs
- 3.4 Developing and distributing materials and resources to support the LAECG representatives co-chairing the local KAE Advisory Committees to effectively provide leadership in relevant stakeholder engagement and governance matters
- 3.5 Supporting the LAECG Co-Chairs to plan, chair and capture outcomes from the quarterly KAE Consultative Group Meetings

- 3.6 Consolidating information derived from the quarterly meetings to inform and shape VAEAI's input into broader Marrung Governance structures
- 3.7 Providing advice and information to the Department of Education and Training on the implementation of the KAEs including the KAE Statewide Steering Committee

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 particularly Marrung Aboriginal Education Plan 2016-2026.
- 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 Demonstrated ability in providing leadership to diverse groups of people in order to get things done!
- 5.5 Well-developed skills in establishing and managing stakeholder relationships
- 5.6 Ability to respond to and advocate for the development of education and training initiatives and activities consistent with the needs and aspirations of Koorie communities
- 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 Qualifications in Education, Community Development or related fields and/or willingness to undertake training.