



POSITION DESCRIPTION

Position Title:	<i>Workforce Development / Capacity Building Officer</i>
Salary:	<i>\$90-105,000 (plus superannuation and salary packaging)</i>
Reports to:	<i>Executive Manager, Community Engagement and Operations</i>
Terms of employment:	<i>12 Month Contract (subject to funding)</i>
Location:	<i>Northcote</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, 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.

Marrung sets out the blueprint for Koorie learners across the life course from early childhood through to schools, and vocational education and training and higher education. VAEAI, is the principal partner to the Victorian Department of Education and Training, participating in the co-design and supporting the implementation of Marrung.

In recent years new policy and program initiatives relating to Koorie education and training in Victoria have significantly added to the scope of VAEAI's remit and consequently the need for a larger, skilled and experienced workforce capable of meeting increased demands of VAEAI's contribution to the sector from both government and community.

VAEAI has recently received additional funding to support it to undertake strategic workforce planning to increase its overall capability and ensure that it is positioned to meet future needs and growth.

The Workforce Development/ Capacity Building Officer will be responsible for providing specialist advice to the Executive Leadership Team in relation to workforce development across VAEAI. S/he will lead an inclusive and collaborative project to develop and oversee the

implementation of a workforce strategy with a focus on building both the capacity and capability of VAEAI to meet current and future demands and achieve VAEAI's goals.

2. Organisational Responsibilities

The Workforce Development/ Capacity Building Officer:

- 2.1 Reports directly to the Executive Manager, Community Engagement and Operations
- 2.2 Prepares briefings, progress reports and presentations on the Workforce Development Strategy and Plan to the Executive Leadership Team, the VAEAI Representative Council (VRC) and staff.
- 2.3 Ensures relevant reports on the project are prepared in accordance with the requirements of relevant Government bodies and Funding Agency Performance / Service Agreements.
- 2.4 Works with the VAEAI team to complete urgent tasks as determined by the General Manager.

3. Role Responsibilities

This position will:

- 3.1 Review all roles within VAEAI and work with the Executive Team and Business Services Support Coordinator to update VAEAI's Competency Framework ensuring it complements and is aligned with VAEAI's strategic goals and VAEAI's Remuneration Framework
- 3.2 Undertake/ refine VAEAI's skills/ competencies audit and identify skills/ competency gaps at an individual, team and organisational level
- 3.3 Develop and implement an organisation-wide workforce development strategy including strategies for upskilling existing staff, building leadership capability, succession planning, recruitment and retention
- 3.4 Identify and work with the Executive Leadership Team to engage appropriate training providers to deliver and support the training of staff
- 3.5 Oversee and coordinate organisation and team-based training and development programs
- 3.6 Support Managers to assess individual skills and capabilities and develop individual learning and development plans aligned to VAEAI's remuneration Framework
- 3.7 Identify HR practices, policies and procedures that may need development or improvement to support the Workforce Development Strategy, working with the Executive Leadership Team and Business Services Support Coordinator to address gaps
- 3.8 At the completion of the project, provide recommendations to the Executive Leadership Team on the future workforce development needs of the organisation and how they could be addressed

4. Key Competencies/Selection Criteria

- 4.1 A commitment to social justice and a sound knowledge of Koorie culture, community and networks and an understanding of Aboriginal community controlled organisations.

- 4.2 Demonstrated skills in strategic workforce planning and change management.
- 4.3 Tertiary qualifications in Human Resources or Business and experience in best practice strategic workforce planning.
- 4.4 Experience in program management, including planning, implementation, monitoring/ reporting and review.
- 4.5 Experience in workforce planning/ organisational development in community based organisations.
- 4.6 Strong communication skills, both written and oral including the ability to influence effectively.
- 4.7 Proven ability to support the development of others.
- 4.8 Highly developed time management and self-motivation skills.
- 4.9 Sound computer skills including good working knowledge of Word, Excel, PowerPoint, email and internet.
- 4.10 A current Victorian Driver's License and a willingness to travel.

5. Personal Attributes

- 5.1 **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.
- 5.2 **Collaborative:** works with others to achieve common goals and inspires trust.
- 5.3 **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- 5.4 **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement
- 5.5 **Flexible:** adapts to changing circumstances in the workplace whilst effectively prioritizing work and addressing what is most important.
- 5.6 **Positive:** is optimistic and remains calm when faced with difficulty.
- 5.7 **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.
- 5.8 **Honest:** is reliable, trustworthy, credible and truthful.

6. Other Desirable Skills, Knowledge or Experience

- 6.1 Knowledge of HR processes, policies, legislation and frameworks
- 6.2 A current Working with Children's Check