

KEY SELECTION CRITERIA

POSITION TITLE: Koorie Liaison Officer

- Demonstrated experience working with First Nations communities and programs, with a strong understanding of community needs and aspirations.
- Proven experience in developing productive relationships with community and key stakeholders that fosters a co-operative and collegiate approach and ability to influence others in the provision of the First Nations services and strategies.
- An understanding of the Education environment and government requirements.
- Highly developed interpersonal and communication skills with demonstrated ability to contribute to, and be a part of cross departmental teams, and communicate effectively with employees, students, community, and industry.
- A formal qualification with experience with management expertise in technical or administrative fields.
- Demonstrated behaviours that align with the William Angliss Institute Values.

Special Conditions

- Provision and or willingness to obtain an *Employee Working with Children Check* will be required prior to commencement. The incumbent will be required to renew prior to expiry date of current check whilst employed by the Institute.
- Provision and or willingness to obtain a Police Check will be required prior to commencement and renewal every five years thereafter.

POSITION DESCRIPTION

POSITION TITLE:	Koorie Liaison Officer
DEPARTMENT/DIVISION:	National Training / International and Business Development
CLASSIFICATION LEVEL:	TAFE PACCT Level 7
MODE OF EMPLOYMENT:	Full Time, Ongoing
*LOCATION:	555 La Trobe Street, Melbourne
REPORTING TO:	Manager National Training
DATE	October 2024

*Note that the incumbent may be required to operate from any work sites of the Institute

ORGANISATIONAL OVERVIEW

William Angliss Institute is the Government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognised as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and internationally.

Programs offered by William Angliss Institute range from one day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two year full time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

OUR MISSION

To deliver the highest quality specialist skills and education to inspire and empower our students while adding value to our industry across all sectors and engaging with our diverse communities.

OUR VISION

To be Australia's recognised first choice educational provider of foods, tourism, hospitality and events skills and knowledge.

ORGANISATIONAL VALUES



GADHABA PERBERKUNG ABORIGINAL EMPLOYMENT PLAN

Gadhaba Perberkung means working together in the language of the Boonwuring people of the east Kulin nations and is William Angliss Institute's chosen name for its Aboriginal Employment Plan.

The Aboriginal Employment Plan supports the work of the Institutes' Reconciliation Action Plan in promoting and supporting employment for Aboriginal and Torres Strait Islander people.

The goals of the plan are to:

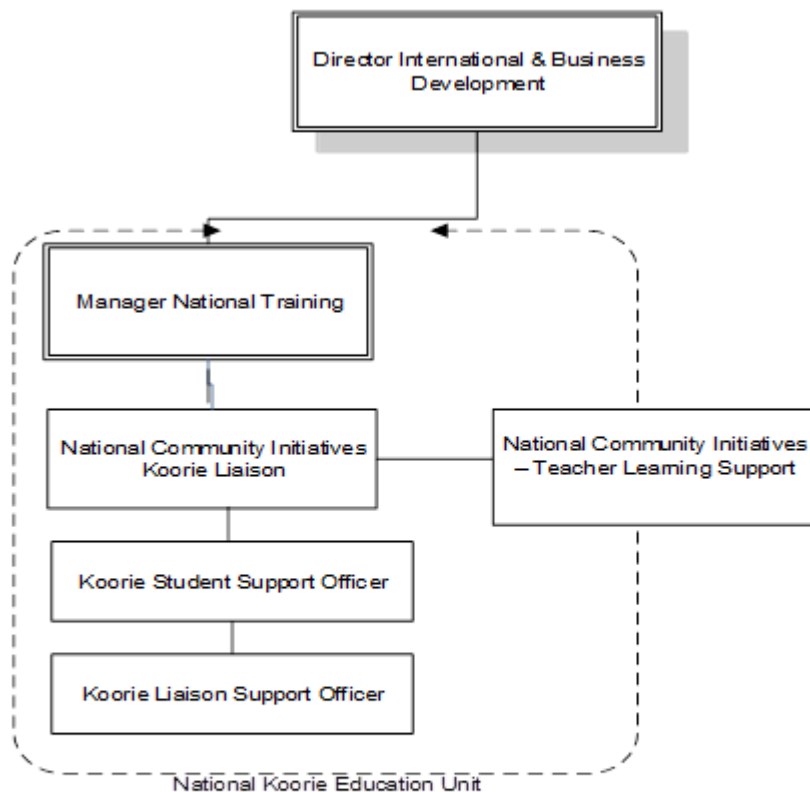
- Increase Aboriginal and Torres Strait Islander employment at WAI
- Support Aboriginal and Torres Strait Islander employees at WAI
- Promote awareness and respect for Aboriginal and Torres Strait Islander cultures among employees at WAI.

REPORTING RELATIONSHIPS

This position reports directly to the Manager, National Training and receives advice through the Indigenous Advisory Committee (IAC).

The Manager, National Training reports to the Director, International and Business Development.

There are two positions that report to this position and they are the Koorie Student Support Officers



POSITION SUMMARY

The Koorie Liaison Officer position plays a pivotal role in increasing participation with First Nations students through Community and Industry relationships. The role develops and implements strategies to engage, recruit, and build capacity for William Angliss Institute to develop and support Koorie pre employment programs that pathway into VET and Higher Education.

The Koorie Liaison Officer assists with advice and support to First Nations students, contributing to the coordination of growth strategies, business development and the development of productive relationships between the Koorie Education Unit and the broader institute, local First Nations community groups and organisations within metro Melbourne as well as regional and rural areas.

This position description plays a key role to actively promote, liaise and report on the Wurreker Strategy and acts as the Institute representative at government and non government agencies and organisations.

KEY ACCOUNTABILITIES

1. Development and Implementation of Strategies

Develop and implement engagement and recruitment strategies aimed at increasing First Nations students' participation.

Build capacity for pre employment programs that create pathways into VET and Higher Education for First Nations students.

2. Stakeholder Engagement and Relationship Building

Build and maintain productive relationships with First Nations community groups, industry partners, and other relevant organizations across metro Melbourne and regional areas.

Act as the Institute's representative in government and non government agencies, actively promoting the Wurreker Strategy.

3. Student Support and Advocacy

Provide advice, guidance, and support to First Nations students, assisting with their educational and career development.

Liaise with academic and support staff to ensure the unique needs of First Nations students are addressed and supported within the broader Institute.

4. Project Management and Policy Development

Conduct investigations and manage projects related to the development and modification of policies and programs that support First Nations students.

Plan, develop, and oversee initiatives that align with the Institute's strategic direction, with a particular focus on First Nations engagement and participation.

5. Impact and Evaluation

Evaluate the effectiveness of engagement programs, using conceptual and analytical skills to adapt methods and approaches based on outcomes.

Ensure that strategies and programs implemented are in line with policy prescriptions, making necessary modifications as needed.

6. Interpersonal Skills and Influence

Demonstrate exceptional communication and interpersonal skills in liaising with a broad range of stakeholders including students, staff, external partners, and community leaders.

Persuade, negotiate, and influence stakeholders to support and contribute to First Nations focused initiatives and projects.

7. Policy Interpretation and Implementation

Provide advice and recommendations to senior management regarding policies and strategies that impact the Koorie Education Unit and broader Institute operations.

Implement policies that affect areas beyond the immediate work unit, ensuring alignment with the Institute's long term goals and objectives.

8. Supervision and Leadership

Supervise and coordinate a team or manage a work area involving complex functions and activities.

Mentor and develop staff within the Koorie Education Unit to enhance their capacity in supporting First Nations student programs.

KEY COMPETENCIES

Reasoning and Judgement

Ability to apply analytical skills to evaluate and modify strategies and programs, particularly in areas lacking specific guidance.

Independence

Operate with significant autonomy, managing initiatives and making decisions that have long term impacts on the Institute's relationships and strategies.

Influence and Impact

Engage and persuade a diverse range of stakeholders, ensuring that First Nations students' needs are integrated into broader Institute goals.

Accountability

Take responsibility for major projects and initiatives that directly influence the Institute's performance and reputation within First Nations communities.

Relevant postgraduate qualification and experience; or equivalent with extensive management expertise.

Proven experience in working with First Nations communities and programs, with a strong understanding of community needs and aspirations.

Demonstrated ability to influence policy development and manage programs that support underrepresented groups.

William Angliss Institute is a child safe organisation, as such all employees, volunteers, contactors and service providers are required to promote a culture of child safety, comply with Child Safety laws and reporting obligations of suspected child abuse per institute Child Safety policy and procedures.

All employees are required to hold and maintain a current and appropriate Working with Children Check for the duration of their employment.

HEALTH, SAFETY AND WELLBEING

The health, safety and wellbeing requirements of this position include:

- Demonstrate leadership and commitment with respect to the WAI HS&W management policies and procedures by ensuring that the:
- Health, Safety & Wellbeing objectives are established for the Koorie Education Unit and are compatible with WAI's strategic plan

This Position Description is to be read in conjunction with the William Angliss Institute of TAFE PACCT Staff Enterprise Agreement 2023 (PACCT).