



Application Kit

This Application Kit assists you in applying job positions advertised.

This Application Kit contains:

- background information that will help you to understand the recruitment process, and how to apply for a position advertised;
- Position Description

Tauondi Aboriginal Corporation (Tauondi Aboriginal College)

Tauondi Aboriginal College is an independent registered training organisation for Aboriginal adults in South Australia. It has been owned and governed by Aboriginal people since 1973. The College provides education for the “whole” person, affirming Aboriginal cultures and identities in ways that respect Aboriginal law and customs and the diversity of students’ experiences and ambitions.

Within this holistic philosophy, Tauondi College offers a range of nationally accredited training programs, as well as non-accredited Adult Community Education (ACE) activities specifically designed to meet the needs of Aboriginal and Torres Strait Islander people and their communities. These programs provide pathways to further study and employment.

In recent years, Tauondi College has expanded services to include employment placement. Training programs expose students to employers through work placements with the view to increase employment outcomes and to participation in economic activities.

Tauondi College also has a very proud tradition of providing cultural awareness programs to the broader community (government, private enterprise, businesses, and primary, secondary, tertiary schools) across South Australia.

These important principles, established at our inception, over 40 years ago, are fundamental to who we are, how we operate and what makes Tauondi College a special place for Aboriginal and Torres Strait Islander people to come together to grow and learn.



Recruitment Process

Tauondi Aboriginal Corporation has a three stage recruitment process: application, interview and verbal referee report. At each of these stages, applicants are assessed.

1. The application

Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.

Applicants shortlisted will be contacted via telephone to arrange an interview.

Applicants not shortlisted will be notified via email.

2. The interview

The interview provides an opportunity for applicants to talk about their experiences and background relevant to the advertised position. The Interview usually last for approximately 40 minutes and will involve a panel of three interviewers.

3. The Verbal Referee Report

A referee report will be obtained for all applicants who are in serious contention for the position

Once the applicant has accepted the position, unsuccessful applicants will be notified via email.



How do I apply?

Your application determines whether you will get an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

You should take the following steps when preparing your application:

1. Read the Position Description

Read the Position Description carefully as it includes key accountabilities and responsibilities and person specification required for the position.

2. Prepare your application

In your application, please include following documents:

- Cover letter: write a brief cover letter introducing yourself and why you are applying for this position.
- Summary of your experience: write a 1-2 page summary that addresses your professional experience in similar roles in the past.
- Resume: include your skills, education and employment history.
- Three professional referees: include the names and telephone numbers of at least three *work related* referees who can comment on your work performance.


3. Send your application

Send your application using following methods

Via Email thr@tauondi.sa.edu.au

Via Post PO Box 409 PORT ADELAIDE SA 5015 – Attention to Tauondi HR

Late applications will not be considered.

	Career Services Officer Position Description				MGR01	
Prepared By:	Tadashi Nakamura	Issued	10/08/2018	Copy no	1	
Authorised By	Doug Milera	Replaces		Page	1 of 3	
Reason for Amendment	New Position Fixed term contract until 30 June 2019					

POSITIONS DETAILS	CAREER SERVICES OFFICER
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Administration
REPORTS TO:	Deputy Chief Executive Officer
DIRECT REPORTS:	NIL
EMPLOYMENT CONDITIONS:	0.6 - 0.8 FTE Must on Tuesday, Wednesday and Thursday 8.45-5 pm (occasional weekend work)
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Career Services Officer is responsible for the provision of career development services to Aboriginal people in the Adelaide Metropolitan area. The position working a part of Tauondi Support Services Team aims to provide the career guidance and development services to Aboriginal job seekers to increase employment opportunities.</p> <p>The position is required to deliver career services aligned with DSD <i>WorkReady Career Services Quality Framework</i>, CICA <i>Professional Standards for Australian Career Development Practitioners</i>, CICA <i>Guiding Principles for Career Development Services and Career Information Products</i> and MCEECDYA <i>Australian Blueprint for Career Development</i>.</p> <p>This role will be responsible for continuous process improvement to ensure efficiency is maintained, cost is reduced, and the business operates smoothly on a day to day basis.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Career Development & Services <ol style="list-style-type: none"> a. Identify the Participant's current skills and experience b. Provide tailored career guidance, planning and coaching on career directions c. Provide advice on local industries and employment opportunities d. Assist the Participant to prepare a resume and job applications, tailored for specific industries and jobs e. Assist the Participant to prepare for job interviews, tailored for specific industries and jobs f. Support the Participant to identify and gather evidence towards Recognition of Prior Learning 2. Pre Employment Training in regions <ol style="list-style-type: none"> a. Prepare pre-employment training session b. Facilitate pre-employment training session to Aboriginal job seekers c. Evaluate pre-employment training session to improve continuously 3. Administration <ol style="list-style-type: none"> a. Assist the Participant to fill in the Participant Commencement Form and the Participant Exit Form on a timely manner b. Record the number of hours spent in delivering career services

- c. Update the Participant Reporting Spreadsheet daily, and submit the spreadsheet by the end of each month
 - d. Maintain all relevant information and records about the Participant
 - e. Ensure protection and security of files and records
4. Network
- a. Engage local service providers (Employment Service Providers, Registered Training Organisations, Health Service Providers, Youth Service Providers etc)
 - b. Attend relevant stakeholders' meeting/events to advertise and promote the project, sharing information.
5. Other duties as required

PERSON SPECIFICATION

Skills & Knowledge:

- Knowledge of Aboriginal culture and social issues.
- Well developed interpersonal skills and ability to communicate pleasantly and effectively with people from the broad community, government departments and other organisations
- Well developed office administration skills
- Good time-management and self motivation skills and ability to work productively in a team environment
- Ability to organise, prioritise and complete daily tasks
- Computer skills, good knowledge of software, including word processing, databases, and ability to use the Internet and email.

Previous Work Experience:

- Experienced in delivering career services
- Demonstrated experience in introducing improved processes and procedures with an outcome to increase efficiency and reduce cost.
- Experienced in the VET industry or a not-for-profit organisation is an advantage

Personal Attributes:

- Has a positive attitude in assisting people, providing exceptional customer service and looking at ways to continuously improve.
- Has a positive attitude in supporting other staff
- Can engage and build rapport with people easily, including young adults and youth.
- Use initiative to achieve greater results
- Solid understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities

Qualifications & Training:

- (ESSENTIAL) Certificate IV or above in Career Development or equivalent
- (DESIRABLE) Certificate IV in Employment Services
- (DESIRABLE) Certificate IV Training and Assessment
- DCSI Criminal History Records Check – Child Related (prepare to obtain one)
- Child Safe Environment (prepare to obtain one)
- First Aid (prepare to obtain one)
- Drivers licence

VISION, PURPOSE AND VALUES

Vision statement

To be the preferred provider and recognised for delivering quality services and producing exceptional outcomes to the Aboriginal Community and Partners.

Purpose statement

1. Deliver high quality training and employment services in a culturally safe environment;
2. Lead idea creation and problem solving
3. Promote cultural knowledge and understanding

Values

- TRUST Building strong relationships
- ACCOUNTABILITY Being observable and authentic
- UNIQUENESS Offering exceptional learning experience
- OPEN Creating business for new ideas and opportunities
- NETWORK Growing community and stakeholder footprint
- DIVERSITY Valuing cultures through respectful engagement
- INTEGRITY Conducting business truthfully and ethically

KEY RELATIONSHIPS

- Management Team
- Trainers and Administration staff
- Aboriginal participants / students
- Stakeholders

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____