

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

South Australia Aboriginal Education and Training Consultative Council (SAAETCC)

The South Australian Aboriginal Education and Training Consultative Council (SAAETCC) is the peak consultative council responsible for engaging with Aboriginal people and community in South Australia. The focus is to represent the interests of Aboriginal South Australians at all levels of education and training. SAAETCC ensures that the Aboriginal community voice is present and respected when making decisions concerning all aspects of education that impact on the lives and welfare of Aboriginal South Australians.

In partnership with community, SAAETCC develops and provides high quality advice to support continual improvements in the provision of education and training and its associated opportunities for Aboriginal people in South Australia.

All South Australian Aboriginal peoples have the opportunity to participate in high quality, culturally sensitive and competent education and training systems. SAAETCC's focus is to enable Aboriginal people engaged in education and training to realise their full potential, personal ambitions and life long learning aspirations.

SAAETCC Vision

South Australian Aboriginal Education and Training Consultative Committee is an active, powerful and influential consultative council which gives voice and influence for Aboriginal people in education and training. SAAETCC works to support improved educational opportunities and achievements of Aboriginal people in South Australia. SAAETCC relies heavily on the support and involvement of the Aboriginal community of South Australia to achieve this.

Recruitment Process

The South Australian Aboriginal Education and Training Consultative Council 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.
- **Resume**: include your skills, education and employment history.
- **Responses to Selection Criteria** (see below)
- **Two referees**: include the names and telephone numbers of at least two *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.

SELECTION CRITERIA

Please address two of three following selection criteria (word limit of 250 words per criteria)

Principle Policy and Project Officer

- Proven skills in all aspects of project management including project design, planning, implementation, reporting and evaluation.
- Proven knowledge of Aboriginal culture, society and networks and an understanding of the issues that affect Aboriginal people in SA, particularly in an education, training and employment environment
- Proven knowledge of and ability to work effectively with a range of community organisations, government departments, peak bodies and service providers

	Project Officer Position Description			MGR01
	Authorised By	Prof Peter Buckskin	Replaces	Page
Reason for Amendment	New Position			

POSITIONS DETAILS	PROJECT OFFICER
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	SAAETCC
REPORTS TO:	SAAETCC General Manager
DIRECT REPORTS:	NIL
EMPLOYMENT	Full-Time - Monday to Friday 8.45-5pm (occasional weekend work)
CONDITIONS:	
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES

SAAETCC is the peak body for parent and carer advocacy and their engagement with education and child development services for Aboriginal children and young people within South Australia.

The Project Officer manages and coordinates the development, implementation and evaluation of projects and ensures project outcomes and related organisational objectives are met. Based on project results, the Project Officer will also provide evidence based policy advice to the General Manager in relation to how programs and services can deliver improved outcomes for Aboriginal children in South Australia.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1. Organisational Responsibilities
 - a. Report to General Manager
 - b. Works collaboratively with SAAETCC staff
 - c. Works with the SAAETCC team to complete urgent tasks as determined by General Manager

2. Project Responsibilities
 - a. Participate in project design and assist General Manager in submission and tender writing to ensure projects of importance to the community and SAAETCC are supported.
 - b. Manage all aspects of project planning, development, implementation, reporting and evaluation of a range of projects including developing project plans, meeting reporting requirements, undertaking key project activities, monitoring progress against project expectations, ensuring project deliverables are achieved on time, and participating in and/or coordinating evaluation activities.
 - c. Establish and maintain effective relationships with key stakeholders through effective negotiation, communication and management of project issues and challenges.
 - d. Facilitate cross-sectoral and interagency partnership and collaborations as needed.
 - e. Provide advice and timely information to stakeholders on emerging project issues to ensure projects stay on track and deliver on both project and organisational objectives.

- f. Document and provide presentations in a range of forum on project progress, outcomes and potential policy and program implications.
3. Record and Data Administration
- a. Gather, enter and/or update data to maintain records and databases, as required by relevant regulations, Acts etc.
 - b. Establishes and maintains files and records.
 - c. Ensure protection and security of files and records.
4. Other duties as required

PERSON SPECIFICATION

Skills & Knowledge:

- A commitment to social justice, a sound knowledge of Aboriginal culture, community and networks and an understanding of the issues that affect Aboriginal people particularly in education, training and employment.
- Knowledge of current Commonwealth and State policies, program and priorities for Aboriginal services and education
- Demonstrated skills in all aspects of project management including project design, planning, implementation, reporting and evaluation
- Ability to participate effectively in networks and community meetings to advance SAAETCC objectives
- Proven ability to communicate effectively with Aboriginal people and with a wide range of audiences including relevant Government staff, peak bodies and service providers
- Demonstrated skills in data analysis report writing skills
- Well-developed time management and self-motivation skills, and the ability to work effectively as part of a team
- Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet.

Previous Work Experience:

- At least 5 years in the Project Management position
- Experienced in working with Aboriginal communities
- Experienced in the education industry or a not-for-profit organisation is an advantage

Personal Attributes:

- Community focused: prioritises the needs of communities, advocates for the best outcomes and follows through with commitments
- Analytical: takes a systematic 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
- Self-disciplined: manages own time to achieve outcomes, avoiding distraction and diversions.
- Positive: is optimistic and remains clam when faced with difficulty.
- Collaborative: works with others to achieve common goals and inspires trust.
- Resilient: overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement.

- Supportive: listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.
- Flexible: adapts to changing circumstances in the workplace whilst effectively prioritising work and addressing what is most important.

Qualifications & Training:

- (ESSENTIAL) Relevant higher level VET or tertiary qualification would be highly regarded in this role, including but not limited to:
 - o Research skills
 - o Project management
- Other tertiary qualifications will also be considered.
- (ESSENTIAL) DCSI Criminal History Records Check – Child Related (prepare to obtain one)
- (ESSENTIAL) Responding to Abuse and Neglect – Education and Care (RAN-EC) (prepare to obtain one)
- (ESSENTIAL) Drivers licence

VALUES AND BEHAVIOURS/COMPETENCIES

DISCOVER through Creativity, Learning, Continuous Improvement

- Are always open to new ideas and opportunities to learn. We are continually making changes to improve our business.
- Are flexible and adapt readily to change.
- Are passionate about finding new business opportunities and making the most of them.

WORK TOGETHER through Trust, Respect, Sharing, Leadership.

- Value diversity and create an environment in which everyone is empowered to succeed.
- Freely share information with others, value different perspectives, ask questions, listen carefully and speak thoughtfully.
- Are able to challenge others when necessary.
- Take pride in achievements.
- Recognise and value the contribution made by others.
- Seek open and mutually rewarding relationships with members, suppliers and partners.

DELIVER through Accountability, Alignment, Excellence

- Strive for excellence in all that you do.
- Are committed to achieving SAAETCC's vision and shared goals
- Take individual responsibility and honour commitments.

CARE through Doing the Right Thing, Sustainability.

- Take responsibility for the safety and well-being of self and others.
- Will lighten the footprint of your activities where possible.
- Achieve the highest professional and ethical standards in all of your dealings.
- Enjoy your workplace, and treat your colleagues and equipment with care.
- Work to make the community in which we operate a better place.

KEY RELATIONSHIPS

- SAAETCC staff
- SAAETCC Board of Directors and Corporation members
- DECD staff (including schools)

- Federal and State Government agencies
- Tauondi staff
- Guests and Visitors

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 ____/____/____