



## 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)

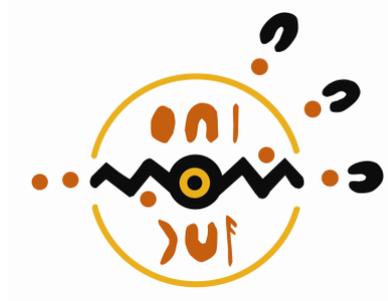
Tauondi Aboriginal College is an independent registered training organisation for Aboriginal adults in South Australia. It has been owned and governed by Aboriginal people since 1973. The College provides education for the “whole” person, affirming Aboriginal cultures and identities in ways that respect 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](mailto:thr@tauondi.sa.edu.au)

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

*Late applications will not be considered.*

	<b>Training Mentor Position Description</b>			<b>MGR01</b>		
	Prepared By:	<b>Tadashi Nakamura</b>	Issued	1112018	Copy no	1
	Authorised By	Doug Milera	Replaces		Page	1 of 4
Reason for Amendment	Deed (2018 – 2020) of IAS funding changes.					

POSITIONS DETAILS	TRAINING MENTOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Corporation
REPORTS TO:	Deputy Chief Executive Officer
DIRECT REPORTS:	NIL
EMPLOYMENT	Full-Time
CONDITIONS:	This position is funded by DPMC Indigenous Advancement Strategy. The position contract is subject to the IAS funding arrangement – currently ends 14/12/2019. Achievement of Key Performance Indicators will be reviewed biannually.
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The aim of this position is to contribute to Tauondi's objectives in increasing training attendance, training completion and work placement completion through a high-quality service delivery to Tauondi students.</p> <p>Training Mentor provides a participant centred mentoring support to all on campus students from enrolling to gaining employment. In close consultation with the students, the mentor ensures students with the high attendance rate, the high training completion rate and the early intervention of any personal issues minimising the impact on the attendance and/or completion. The position aims at students and participants being ready for employment in various industries, creating a database of Aboriginal participants being referred to further training or other employment programs.</p> <p>This position will include the roles of Skills Mentor to engage Aboriginal workers undertaking RPL or formal training for employment retention and promotion. In close consultation with the students, the mentor ensures students with the high attendance rate, the high training completion rate and the early intervention of any personal issues minimising the impact on the attendance and/or completion. The position aims at students and participants being ready for employment in various industries, creating a database of Aboriginal participants being referred to further training or other employment programs.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Mentoring service <ul style="list-style-type: none"> <li>• Provide mentoring support service (face to face, email, telephone) to all Tauondi students, when necessary, to ensure their regular attendance and high achievement.</li> <li>• Provide structured mentoring service when the students encounter any issues in relation to non-training which interfere with their study</li> <li>• Provide follow-up communications with students/mentees who are withdrawn and did not commence.</li> </ul> </li> </ol>

- Have close communication with all vocational trainers to ensure to offer a best possible support to students/mentees to achieve their goals
  - When necessary, investigate available services including professional services, refer them to those services
2. Work placement and employment service
- In collaboration with vocational trainers and career service officers, increase job readiness (including employability skills and soft skills development) for work experience, work placement and employment (including traineeship)
  - Ensure in consultation with vocational trainers, students/mentees undertaking the work placement meeting the requirement of their studies (including the qualification and training package requirements).
  - Assist students/mentees to collect relevant information (including DHS screening, RAN/CSE, First Aid, White Card etc), enabling them to undertake work placements or employment.
  - Provide in-depth assistance to connect students/mentees to appropriate industry and work placement opportunities based on their demands, skills, knowledge, experience and qualification
  - Ensure whilst students/mentees are undertaking work placement, they are mentored frequently with regular contacts via face-to-face, telephone and/or email) to assist them in completing the placement successfully.
  - Ensure regular contacts with employers to identify any potential risks for the early intervention.
3. Administration and Communication
- Ensure all correspondences with students/mentees, vocational trainers and employers are accurately case noted in detail - weekly.
  - All relevant documents are uploaded to Codepledge.
  - Ensure regular communication with other mentors and officers in Support Service Centre.
  - Ensure regular communication with vocational trainers, sharing information about students/mentors.
4. Partnership with employers and other service providers
- Communicate with partnering employers regularly to seek work placement opportunities and to identify skills and knowledge requirements.
  - Provide mentoring service to the partnering employers when encountering any issues/concerns with the students/mentees undertaking work placement.
  - Communicate with employment service providers (jobactive, DES and VTEC providers) to seek relevant support to increase students/mentees' attendance, training completion and work placement completion.
  - Prepare in collaboration with employment service providers a transition of services for post training (after gaining employment).
5. Other duties as required

*The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.*

## PERSON SPECIFICATION

### Skills & Knowledge:

- High level oral and written communication and interpersonal skills.
- Advanced skills in Microsoft Office suite of products.
- Effective and engaging presentation skills
- Solid understanding of the principles of case noting
- Understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities

### Previous Work Experience:

- At least 2 years of experience in providing mentoring support to individuals (preferably Aboriginal and Torres Strait Islander people)
- Experience in dealing with students personal and confidential information
- Experience in working within the Student Support Services
- Experience in working with Aboriginal and Torres Strait Islander people and communities

(Desirable)

- Working for vocational education and training (VET) industry

### Personal Attributes:

- Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.
- Excellent organisational ability and initiative, including prioritising to meet deadlines.

Demonstrated and proven:

- Works autonomously, while also being a strong team player.
- High level of verbal, listening and written communication skills.
- Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement.
- Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people.
- Ability to support, empower and skill others.
- Ability and skills in problem solving.
- Ethical and professional approach to employment.
- Highly motivated and the ability to work effectively in a team environment.
- Ability to work within an Aboriginal organisation.
- Attention to detail.
- Ability to maintain confidentiality.

### Qualifications & Training:

- (Essential) Certificate IV in Career Development, Certificate IV in Employment Services or equivalent work experience
- (Essential) 10139NAT Course in Indigenous Mentoring (or prepared to obtain)
- (Desirable) Other tertiary qualifications will be considered.
- (Essential) Current DCSI National Criminal History Record Check (or prepared to obtain).

- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (ESSENTIAL) A current driver's license

## 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

- **T**RUST Building strong relationships
- **A**CCOUNTABILITY Being observable and authentic
- **U**NIQUENESS Offering exceptional learning experience
- **O**PEN Creating business for new ideas and opportunities
- **N**ETWORK Growing community and stakeholder footprint
- **D**IVERSITY Valuing cultures through respectful engagement
- **I**NTEGRITY Conducting business truthfully and ethically

## KEY RELATIONSHIPS

### Internal

- Reporting to Deputy CEO
- Administration staff
- Trainers and Assessors
- Student Support Team
- Tauondi students

### External

- Aboriginal community members
- Public and private Aboriginal and non-Aboriginal organisations
- Industry and Enterprises (employers)
- Other RTOs
- Employment Service Providers

## 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 \_\_\_\_/\_\_\_\_/\_\_\_\_