



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

SA Aboriginal Education and Training Consultative Council

The South Australian Aboriginal Education and Training Consultative Council (SAAETCC) is the peak body responsible for engaging with Aboriginal people and community on education matters in South Australia.

SAAETCC seeks to improve educational opportunities and achievements of Aboriginal people.

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

SAAETCC Consultative Council is comprised of an elected board of members who represent regions or education sectors in South Australia.

We actively seek and welcome the support and advice of Aboriginal community members living within South Australia.

The Consultative Council meets quarterly to discuss emerging trends in Aboriginal education and training at a state and national level. The aim of these meetings is to ensure that Aboriginal community are able to provide opinion, views and advice on education and training matters that impact on Aboriginal students, people and ultimately the wider Aboriginal community of South Australia.



Recruitment Process

SAAETCC 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 hr@saaetcc.edu.au

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

Late applications will not be considered.

	Project Officer			MGR01	
	Position Description				
Authorised By	Professor Peter Buckskin	Replaces	2017	Page	1 of 4
Reason for Amendment	New Position 2019-202				

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:	Contract Position – 12 months
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>SAAETCC is the peak body for parent and carer advocacy and engagement with education and child development services for Aboriginal children and young people within South Australia.</p> <p>The Project Officer 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.</p> <p>The Project Office is responsible for facilitating community forums in metro, regional and remote areas.</p> <p>This position requires intrastate travel and a drivers licence is essential.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Organisational Responsibilities <ol style="list-style-type: none"> a. Reporting to the General Manager SAAETCC. b. Works collaboratively with SAAETCC staff c. Works with the SAAETCC team to complete urgent tasks as determined by General Manager. d. Works collaboratively with key stakeholders and other agencies both public and private sectors. 2. Project Responsibilities <ol style="list-style-type: none"> a. Participate in project design and assist General Manager in submission and tender writing. b. Host forums for the community on matters pertaining to education, includes metro, regional and remote locations. c. Coordinate education promotional strategy, host promotional activities as required including metro, regional and remote locations.

- d. Coordinate 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.
 - e. Establish and maintain effective relationships with key stakeholders through effective negotiation, communication and management of project issues and challenges.
 - f. Facilitate cross-sectoral and interagency partnership and collaborations as needed.
 - g. 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.
 - h. Document and provide presentations on project progress, outcomes and potential policy and program implications.
 - i. Facilitate training programs and information sessions.
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.
 - d. Develop presentations and promotional materials.
4. Other duties as required

PERSON SPECIFICATION

Skills & Knowledge:

- 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.
- An Ability to engage Aboriginal communities in metro, rural and remote areas.
- 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
- 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 facilitate forums and training programs.
- Ability to participate effectively in networks and community meetings to advance SAAETCC objectives
- Well-developed time management and self-motivation skills, and the ability to work effectively as part of a small team
- Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet.

Previous Work Experience:

- At least 5 years in Project Management.
- Experienced in working with Aboriginal communities
- Experienced in the education industry or a not-for-profit organisation is an advantage
- Experience in working in remote and rural areas.

Personal Attributes:

- Community focused: prioritises the needs of communities 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:

- Relevant higher level VET or tertiary qualification would be highly regarded in this role, including but not limited to:
 - o Project management
 - o Education.
- Other tertiary qualifications will also be considered.
- (ESSENTIAL) DHS Child Related Screening (prepared to obtain one)
- (ESSENTIAL) Responding to Abuse and Neglect – Education and Care (RAN-EC) (prepare to obtain one)
- (ESSENTIAL) Drivers licence and willing to travel intrastate.

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
- Department for Education 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 ____/____/____