

		Cultural Service Officer Position Description			MGR01	
Prepared By:	Tadashi Nakamura	Issued	14/07/2023	Copy no	1	
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Reason for Amendment						

POSITIONS DETAILS	CULTURAL TRAINER AND ASSESSOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Corporation
REPORTS TO:	Operations Director
DIRECT REPORTS:	NIL
EMPLOYMENT	Part-Time 0.8 FTE OR Full-Time
CONDITIONS:	12-month contract. Key Performance Indicators will be reviewed quarterly. Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The aim of this position is to deliver fee for service cultural training non-accredited training, and cultural activities and performance to external agencies including employers, service providers, schools, government and other organisation to raise cultural understanding and knowledge.</p> <p>The incumbent of this position will grow government and non-government relationships that will strengthen and build Tauondi's footprint and generate an increase in sustainable revenue through cultural service offerings.</p> <p>The position will design and develop; market and promote; deliver and improve cultural training to enhance marketable cultural offerings. The contents of the training are required to be customised to meet the clients' needs and to be delivered in flexible manners.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Cultural Program Development and Delivery <ul style="list-style-type: none"> • Design and develop cultural programs according to needs identified by potential clients • Deliver cultural programs on the basis of fee for service arrangement • Develop program learning materials including timetables, plans, outlines and curriculum development • Market cultural programs to wider Aboriginal and non-Aboriginal clients and recruit participants effectively 2. Cultural Activity and Tour Development and Delivery <ul style="list-style-type: none"> • Develop and deliver cultural activities including cultural tours according to needs identified by potential clients • Deliver cultural programs onsite and offsite • Develop program learning materials including timetables, plans, outlines and curriculum development • Market cultural programs to wider Aboriginal and non-Aboriginal clients and recruit participants effectively 3. Networking with Industry and Enterprise <ul style="list-style-type: none"> • Establish new and strengthen existing long term relationships with customers for cultural training. • Conduct partner and competitor analysis: negotiate teaming agreements, new business opportunities 3. Continuous Improvement and Professional Development <ul style="list-style-type: none"> • Improved quality, performance and compliance of the College and the individual. • Continue to update and apply personal currency of relevant industry skills and knowledge • Continue to update and apply personal currency of vocational education and training skills and knowledge 4. 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 following agreement with the Employee.

PERSON SPECIFICATION

Skills & Knowledge:

- Skills in Microsoft 365 or Office 365 suite of products.
- Comprehensive understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities.
- Effect of colonial and post-colonial history on Aboriginal and Torres Strait Islander people.
- Understanding of Vocational Education and Training (VET).
(Desirable)
- Skills in online delivery and in using a learning management system.

Previous Work Experience:

- 5+ years relevant and current experience where there has been an ability to develop and deliver cultural training to both Aboriginal and non Aboriginal people.
- Demonstrated experience in cultural training, activities and tour delivery.
- Experience with working with Aboriginal and Torres Strait Islander people.

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:

- **(Desirable)** Certificate IV or higher in Training and Assessment
- **(Desirable)** Vocational qualifications in tour guiding
- **(Desirable)** Other tertiary qualifications will be considered.
- **(Essential)** Current DHS Working with Children Check (or prepared to obtain).
- **(Essential)** Responding to Risks of Harm, Abuse and Neglect – Education and Care (or prepared to obtain).
- **(Essential)** Driver's License

VISION, PURPOSE AND VALUES

Vision statement

The trusted Aboriginal owned and run community organisation enabling Aboriginal people to thrive and reach their full potential through high quality training & development.

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

<p>Internal</p> <ul style="list-style-type: none"> • Management • Trainers • Student Support Team • Administration staff 	<p>External</p> <ul style="list-style-type: none"> • Visitors and guests of cultural training, activities, and tours • Industry and Enterprises (employers) • Other RTOs • Employment Service Providers
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Acknowledgement

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

Signed..... Date ____/____/____
(Employee)

Signed..... Date ____/____/____
(Manager)

How to apply:

Please send your resume and cover letter

- from seek.com.au, or
- via email thr@tauondi.sa.edu.au.