

Closing Date:

Open until filled



Tauondi Aboriginal Corporation

1 Lipson Street
Port Adelaide SA 5015

PO Box 409
Port Adelaide SA 5015

Tel (08) 8240 0300
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www.tauondi.sa.edu.au

Application Kit

Recruitment Process

Tauondi 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.	<ul style="list-style-type: none">• 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 30 minutes and will involve a panel of three interviewers.	<ul style="list-style-type: none">• Once the applicant has accepted the position, unsuccessful applicants will be notified via email.
3. The Verbal Referee Report A referee report will be obtained for all applicants who are in serious contention for the position	

How do I apply?

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:


- a) **Cover letter:** write a brief cover letter introducing yourself, why you are applying for this position and summary of your experience
- b) **Resume:** include your skills, education, employment history and two professional referees.
- c) **Two professional 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

	Project Officer (Aboriginal Languages) Position Description				MGR01
Prepared By:	Tadashi Nakamura	Issued	01/12/2023	Copy no	1
Authorised By	I/CEO	Replaces		Page	1 of 3
Reason for Amendment	New position				

POSITIONS DETAILS	PROJECT OFFICER (ABORIGINAL LANGUAGES)
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Corporate Services
REPORTS TO:	Operations Director
DIRECT REPORTS:	NIL
EMPLOYMENT	Full-time or Part-time
CONDITIONS:	12-month fixed term contract
	Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Aboriginal Language Project Officer is a newly created position at Tauondi Aboriginal College. The position will serve as a crucial link between our organisation and diverse Aboriginal language groups. This role is dedicated to fostering relationships vital for collaborative language program development. The deep understanding of community dynamics will facilitate productive dialogues, ensuring culturally rich and effective programs that resonate with the communities involved. Emphasising inclusivity, the position will coordinate a cohesive approach to engage multiple language groups, maximising the impact of programs in local areas.</p> <p>Central to the role is the development of culturally sensitive language programs in collaboration with Aboriginal communities. Through close engagement, the position will incorporate cultural distinctions, contributing not only to linguistic needs but also to broader cultural preservation efforts. Support and coordination will be key components, ensuring the officer plays a pivotal role in bridging cultural understanding, fostering collaboration, and contributing to the preservation and revitalisation of Aboriginal languages within a streamlined and impactful framework.</p> <p>This position must possess a diverse skill set, including strong research skills to conduct comprehensive needs assessments within Aboriginal communities in SA. Additionally, familiarity with Australian Skills Quality Authority (ASQA) regulations and compliance are essential for navigating the regulatory landscape related to language program development. Effective presentation and communication skills are paramount, as the position will play a central role in engaging with diverse stakeholders.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Community Engagement and Relationship Building <ol style="list-style-type: none"> 1.1. Foster and maintain strong relationships with diverse Aboriginal language groups to facilitate collaborative language program development. 1.2. Act as the primary liaison between the organisation and Aboriginal communities, ensuring open communication and mutual understanding. 1.3. Conduct regular community engagement activities to gauge evolving needs and priorities for effective program alignment. 2. Cultural Program Development and Coordination <ol style="list-style-type: none"> 2.1. Drive the development of culturally rich and effective language programs in collaboration with Aboriginal language groups. 2.2. Coordinate a cohesive and inclusive approach to involve multiple language groups, maximising the impact of language programs in local areas. 2.3. Incorporate cultural distinctions into program content, ensuring relevance and authenticity to meet the linguistic and cultural needs of communities.

3. Research and Needs Assessment

- 3.1. Conduct in-depth research and needs assessments within Aboriginal communities to identify language program priorities.
- 3.2. Stay informed about developments in Aboriginal language preservation, linguistics and community engagement
- 3.3. Utilise research findings to inform and adapt language program strategies based on evolving community needs and emerging best practices.

4. Documentation, Evaluation, and Budget Management

- 4.1. Maintain detailed records of program development processes, community interactions, and outcomes.
- 4.2. Conduct regular evaluations of language programs in collaboration with Aboriginal communities to ensure continuous improvement and effectiveness.

5. Other duties as agreed.

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:**

- Demonstrated ability to conduct comprehensive research and needs assessments within Aboriginal communities
- In-depth understanding of Aboriginal cultures and languages
- Strong verbal and written communication skills to effectively engage with diverse stakeholders
- Proven ability to build and maintain positive relationships with diverse stakeholders
- Collaborative mindset to facilitate cross-functional cooperation for integrated language program development
- Commitment to staying informed about developments in Aboriginal language preservation, linguistics and community engagement

(Desirable)

- Knowledge of post-secondary education and/or vocational training

Previous Work Experience:

- Proven track record of successfully fostering and maintaining positive relationships with diverse communities, particularly Aboriginal language groups.
- Previous experience as a liaison or community engagement officer, demonstrating effective communication and cultural sensitivity
- Substantial experience in driving the development and coordination of cultural programs, preferably in collaboration with Aboriginal language groups
- Hands-on experience in conducting research and needs assessments.
- Familiarity with methodologies for gathering, analysing, and interpreting data to inform program strategies

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.
- Ability to work autonomously, while also being a strong team player.

Demonstrated and proven:

- High level of cultural competency and sensitivity, respecting and valuing the diversity of Aboriginal cultures and languages.
- Demonstrated ability to adapt to evolving community needs, changing priorities, and emerging best practices in language preservation.
- Empathetic approach in engaging with community members, understanding and appreciating their perspectives and concerns.
- Genuine passion for the preservation and revitalisation of Aboriginal languages, with a commitment to contributing to cultural sustainability

- Collaborative mindset, fostering a sense of inclusivity and cooperation
- Strong problem-solving abilities to address challenges in program development, community engagement and stakeholder collaboration
- High ethical standards and integrity in dealing with sensitive community issues, ensuring transparency and trust-building
- Resilience in navigating complex community dynamics, adapting to setbacks, and maintaining a positive and constructive outlook.
- Ability to maintain confidentiality.

Qualifications & Training:

- (Desirable) A bachelor's or high degree in a relevant field, providing a foundation in linguistic principles, cultural studies or Indigenous knowledge
- (Desirable) Training or certification in community engagement and development, demonstrating the ability to effectively connect with and involve diverse community groups
- (Essential) Current DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) Current SA Driver's licence

VISION 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

Internal

- Reporting to I/CEO and Operations Director
- Cultural Teams
- Administration Team

External

- Aboriginal community members
- Public and private Aboriginal and non-Aboriginal organisations
- External stakeholders including language groups and Aboriginal communities

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 ____/____/____