

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 Coordinator (Special Assistance School) Position Description				MGR01
Prepared By:	Tadashi Nakamura	Issued	15/12/2023	Copy no	1
Authorised By	I/CEO	Replaces		Page	1 of 3
Reason for Amendment	New position				

POSITIONS DETAILS	PROJECT COORDINATOR (SPECIAL ASSISTANCE SCHOOL)
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Corporate Services
REPORTS TO:	Executive Director, Corporate Services
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>As the project coordinator for Tauondi Special Assistance School, you will play a pivotal role in shaping the future of education by directing the development of an innovative educational model. This unique opportunity involves leading the creation of a transformative learning environment tailored to the distinct motivations and needs of young Aboriginal and Torres Strait Islander learners. Collaborating closely with our dedicated team, a partnering organisation, industry experts, and community stakeholders, your role encompasses designing and establishing an innovative educational setting. This setting will prioritise students' cultural connections and lived experiences, fostering the development of agency, wellbeing, and practical real-world skills.</p>
<p>The key objectives include steering the development of an exciting educational initiative integrated into Tauondi's existing campus and offerings. Engaging with a diverse group of stakeholders and industry experts, you will guide the realisation of a spectrum of outcomes, spanning from concept design and community engagement strategies to determining feasibility, developing learning and operating models, securing school registration, and formulating a comprehensive plan for establishment. Through these objectives, you will contribute significantly to Tauondi's strategic goal to provide an education that resonates with the unique identity and aspirations of Aboriginal and Torres Strait Islander students.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> Visionary Leadership <ul style="list-style-type: none"> Develop a clear and compelling vision for the new school, aligning it with Tauondi's strategic goals to create equitable, high-quality educational opportunities. Inspire and guide the team in realising the vision, fostering a collaborative and motivated work environment. Advocate for the vision externally, building support and partnerships with key stakeholders. Community-Centric Engagement <ul style="list-style-type: none"> Collaborate with local communities, educators, and students to co-create a school that authentically reflects their needs and aspirations. Facilitate ongoing community involvement, ensuring their voices shape decision-making processes. Establish and maintain relationships with community leaders, organisations, and influencers to enhance the school's integration. Innovative Conceptualisation <ul style="list-style-type: none"> Lead the conceptualisation of the school, defining its unique identity, culture, and educational philosophy. Foster an inclusive and innovative environment that promotes continuous improvement and adaptation. Evaluate emerging trends and educational practices to incorporate cutting-edge ideas into the school's framework. Strategic Curriculum Development

- Collaborate with curriculum experts and educational innovators to design a curriculum emphasising project-based, experiential learning and fostering 21st-century skills.
- Ensure the curriculum aligns with cultural considerations and engages students in meaningful ways.
- Implement assessment strategies that measure students' progress in both academic and non-academic areas.

5. School Registration and Resource Mobilisation

- Oversee the process of obtaining necessary approvals, permits, and registrations to establish the school as a legitimate educational institution.
- Identify and secure funding, resources, and partnerships to support the school's development and sustainability.

6. 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:

- **Exceptional Communication and Interpersonal Skills:** You will possess the ability to effectively communicate and build meaningful relationships with a wide range of stakeholders. This includes students, parents, educators, community members, and partners. Your capacity to engage with and listen to diverse voices will be vital.
- **Strong Project Management Skills:** The role demands a high level of project management expertise. You will be skilled in orchestrating complex initiatives, managing resources, and ensuring that projects stay on course. This includes a proven ability to balance multiple priorities and meet deadlines consistently.
- **Familiarity with Educational Laws and Regulations:** A comprehensive understanding of relevant educational laws and regulations is preferred but not essential. This encompasses compliance requirements, accreditation processes, and educational governance. Your knowledge will help navigate the regulatory landscape effectively.
- **Understanding of Social and Economic Systems Impacting Young People:** You should possess an awareness of the social and economic factors that influence the lives of young people, particularly in your local community. This knowledge will aid in tailoring educational programs to address specific needs and challenges.

Previous Work Experience:

- **Experience in Leadership or Project Design:** Previous experience in leadership roles, whether formal leadership positions or as project lead in design and development, or in similar capacities, is highly advantageous. Such experience offers valuable insights into project dynamics and effective leadership strategies.
- **Educational Program Development:** Prior involvement in the development of educational programs is critical. It showcases your ability to create innovative and engaging learning experiences that align with evolving educational paradigms.
- **Educational Entrepreneurship:** If you have ventured into the realm of educational entrepreneurship, you bring a unique perspective to the table. Experience in creating and implementing educational initiatives outside of traditional settings demonstrates your entrepreneurial mindset and adaptability.
- **Community Engagement:** Your history of working closely with local communities is a significant asset. Collaborative community engagement is a cornerstone of our approach, and your experience in this area will drive successful partnerships.

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.
- **Passion for Educational Innovation:** A deep-seated passion for educational innovation and a fervent commitment to expanding equitable educational opportunities are fundamental. Your enthusiasm will drive the transformative spirit of our initiatives.

- **Positive and Aspirational Expectations of Young People:** You hold optimistic and aspirational beliefs in the potential of young people. This mindset guides your interactions and decisions, fostering an environment of empowerment and growth.
- **Love for Working with Young People:** A genuine affection for working with young people is a defining trait. Your ability to connect with, inspire, and mentor them is central to our mission.
- **Curious and Innovative:** You maintain a curious and innovative mindset. Constantly seeking new approaches and ideas, you embrace change and seek creative solutions to educational challenges.
- **Visionary Thinking:** Visionary thinking is at the core of your approach. You possess the ability to conceptualize ground-breaking ideas and translate them into actionable plans that drive positive change.
- **Willingness to Challenge the Status Quo:** You are unafraid to challenge the status quo in education. Willingness to take calculated risks and disrupt traditional models is essential for innovation.
- **Entrepreneurial Mindset:** An entrepreneurial mindset is integral to our work. You display entrepreneurial capabilities, including adaptability, resourcefulness, and a proactive approach to problem-solving.
- **Collaborative Leadership:** You are open to working within a distributed and collaborative leadership structure. Our organisation thrives on collective decision-making and shared responsibilities.

Qualifications & Training:

- (Essential) Qualifications in areas such as education, community development, Aboriginal Affairs, or closely related fields. These credentials underpin your expertise and credibility in leading educational initiatives.
- (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 Executive Director, Corporate Services
- Administration Team

External

- Aboriginal community members
- Public and private Aboriginal and non-Aboriginal organisations
- External stakeholders

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 ____/____/____