

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
Fax (08) 8240 0786
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.

<p>1. The application Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.</p>	<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.
<p>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.</p>	<ul style="list-style-type: none"> • Once the applicant has accepted the position, unsuccessful applicants will be notified via email.
<p>3. The Verbal Referee Report A referee report will be obtained for all applicants who are in serious contention for the position</p>	

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:


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

	Special Project Officer Position Description	MGR01			
Prepared By:	Tadashi Nakamura	Issued	04/03/2024	Copy no	1
Authorised By	I/CEO	Replaces		Page	1 of 3
Reason for Amendment	New position				

POSITIONS DETAILS	SPECIAL PROJECT OFFICER
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>The Special Project Officer is a newly created position at Tauondi Aboriginal College. The role is dedicated to providing efficient and effective support across a spectrum of projects. This includes a wide array of tasks, including research assistance, data collection, and the maintenance of activity records. By ensuring the seamless flow of information and resources, the Project Assistant plays a critical role in sustaining project momentum and enhancing overall productivity.</p> <p>A cornerstone objective is to uphold administrative excellence within project frameworks. This involves managing various administrative duties with precision and attention to detail, from scheduling meetings to maintaining project documentation. The Project Assistant allows project teams to focus their energies on core objectives, fostering an environment conducive to innovation, collaboration and successful project execution.</p> <p>Central to the role is the cultivation of positive relationships with stakeholders at all levels. This involves engaging with internal and external stakeholders, coordinating meetings, and addressing their needs and concerns in a timely manner. As a key liaison between project teams and stakeholders, the Project Assistant facilitates transparent communication channels, fosters trust, and promotes alignment towards common goals.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<p>1. Efficient Project Support</p> <ul style="list-style-type: none"> • Conduct research activities as directed by project leads, including literature reviews and data collection. • Maintain accurate and up-to-date records of project activities, ensuring timely documentation of progress and milestones • Assist in the preparation of project reports, synthesising findings and insights from various sources into cohesive narratives. • Collaborate with project teams to facilitate communication and coordination, ensuring smooth workflow and timely delivery of project tasks. <p>2. Administrative Excellence</p> <ul style="list-style-type: none"> • Schedule and coordinate meetings, workshops, and other project-related events, ensuring all logistical arrangements are in place • Management project documentation, including organising files, updating databases, and maintaining version control of documents • Provide administrative support to project teams, such as drafting correspondence, preparing presentations, and managing project calendars

3. Stakeholder Engagement and Management

- Serve as a primary point of contact for stakeholders, responding to inquiries and addressing concerns in a timely and professional manner
- Coordinate stakeholder meetings and workshops, preparing agendas, facilitating discussions, and documenting outcomes
- Build and maintain positive relationships with stakeholders, fostering trust and collaboration throughout the project lifecycle
- Support the organisation and management of steering committees and working groups, facilitating productive dialogue and decision-making among stakeholders.

4. Project Coordination and Facilitation

- Actively contribute to team meetings and discussions, sharing insights, ideas and best practices to support project objectives
- Collaborate with cross-functional teams and external partners to leverage resources and expertise for project success
- Foster a culture of collaboration and knowledge-sharing within the project team, promoting a supportive and inclusive working environment
- Provide assistance and support to colleagues as needed, demonstrating flexibility and adaptability in response to changing project priorities.

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:

- Strong organisational skills with the ability to prioritise tasks and manage multiple projects simultaneously
- Excellence communication skills, both verbal and written, with the ability to effectively convey information to diverse stakeholders
- Ability to work collaboratively in cross-functional teams and build positive relationships with internal and external partners.
- Strong problem-solving skills and attention to detail, with the ability to anticipate challenges and implement effective solutions.

(Desirable)

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

Previous Work Experience:

- Demonstrated experience in project coordination or support roles, preferably in a dynamic and fast-paced environment
- Proven track record of successfully managing administrative tasks and supporting project teams to achieve objectives
- Experience in stakeholder engagement and management, including coordinating meetings, managing communications, and addressing stakeholder needs
- 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:

- Ability to work 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) A bachelor’s degree in any fields – preferably in Business Analytics, Economics, Education, Social Sciences
- (Essential) Qualifications in Project Management or equivalent experience
- (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
- Education Team
- Student Support Team (including Youth Service team)
- Administration Team

External

- Aboriginal community members
- Public and private Aboriginal and non-Aboriginal organisations
- Industry and Enterprises (employers)
- 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.....

Date ____/____/____

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