

	Driving Mentor & Program Officer Position Description				MGR01
Prepared By:	Tadashi Nakamura	Issued	05/2025	Copy no	1
Authorised By	Executive Director, Corporate Services	Replaces		Page	1 of 4
Reason for Amendmentt					

POSITIONS DETAILS	DRIVING MENTOR & PROGRAM OFFICER
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Training
REPORTS TO:	Executive Director, Corporate Services
DIRECT REPORTS:	NIL
EMPLOYMENT	Full Time
CONDITIONS:	12-month contract - Key Performance Indicators will be reviewed.
RELEVANT AWARD:	Prescribed Position Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Driving Mentor & Program Officer is responsible for the effective coordination and delivery of the Minunthi Tidna Driving Program, supporting Aboriginal learner drivers on their journey to obtaining a licence. This includes scheduling and managing driving lesson bookings, maintaining accurate learner and mentor records, liaising with clients, and ensuring the smooth daily operations of the program. The role also involves supporting the recruitment, onboarding, and coordination of volunteer and casual driving mentors, and ensuring strong engagement with community stakeholders and service providers to promote accessibility and cultural safety within the program.</p> <p>In addition to administrative and coordination duties, the Driving Mentor & Program Officer will act as a Qualified Supervising Driver, delivering in-car support to learner drivers. This includes mentoring learners through safe driving techniques, building confidence, and reinforcing road rules. The officer will work collaboratively with mentors and professional instructors to ensure learners receive structured, practical experience tailored to their individual needs and learning goals. The officer will also contribute to a supportive, inclusive, and respectful learning environment that empowers Aboriginal clients and supports broader community outcomes.</p> <p>The role includes responsibility for delivering Learner's Theory Education sessions, supporting both group and individual learning, and ensuring participants understand the road rules and theory content required for licence testing. The officer will also coordinate access to accredited licence examiners, managing scheduling and readiness to ensure learners can undertake their tests in a timely manner. Additionally, the role supports the delivery of road safety workshops, community outreach, and initiatives that promote safe driving practices and help reduce barriers to licensing, ultimately contributing to increased employment and wellbeing outcomes for Aboriginal people.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<p>1. Program Coordination and Administration</p> <ul style="list-style-type: none"> • Schedule and manage driving lesson bookings, ensuring efficient use of resources. • Maintain accurate records of learner progress, attendance, and driving mentor engagement. • Liaise with community partners, stakeholders, and internal teams to support program delivery. <p>2. Supervising and Educating Learner Drivers</p> <ul style="list-style-type: none"> • Act as a qualified supervising driver during practice sessions, providing in-car guidance and reinforcing safe driving behaviour • Deliver Learner's Theory Education to individuals and groups, supporting learners to build knowledge and prepare for the written test. • Monitor learner progress and provide tailored feedback to improve confidence, skills and road readiness.

3. Recruitment and Support of Driving Mentors

- Assist in the recruitment, training, and coordination of volunteer and casual driving mentors.
- Provide ongoing support and guidance to mentors to ensure consistency in driving instruction.
- Address mentor or learner concerns promptly and ensure alignment with program standards and goals.

4. Community Engagement and Stakeholder Collaboration

- Build relationships with Aboriginal communities, local service providers, and relevant stakeholders.
- Promote the program through outreach activities, community events, and information sessions.
- Advocate for culturally appropriate driver education and road safety initiatives tailored to Aboriginal learners

5. Compliance and Program Development

- Ensure all driving and education activities comply with licensing regulations and organisational policies.
- Contribute to continuous program improvement through regular evaluation, feedback collection, and development of innovative practices
- Assist in compiling program reports, identifying trends, and recommending strategies to enhance learner outcomes and service delivery.

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:

- Strong coordination and administrative skills to manage bookings, maintain records, and support program logistics.
- Ability to supervise and mentor learner drivers, providing guidance on safe driving techniques and road rules.
- Knowledge of Australian road safety regulations, licensing requirements, and risk management practices.
- Experience in community engagement, particularly working with Aboriginal communities in a culturally safe manner.
- Strong problem-solving skills and adaptability to address challenges in program delivery and learner support.

Previous Work Experience:

- Experience in program coordination, administration, or community service roles, preferably in an educational or training setting.
- Previous experience as a supervising driver, driving mentor, or in a role supporting learner drivers or road safety initiatives.
- Experience working with Aboriginal communities, community organizations, or youth programs in a culturally safe and supportive manner.

Personal Attributes:

- **Cultural sensitivity and respect** – ability to build trusting relationships with Aboriginal and Torres Strait Islander students by demonstrating cultural awareness and respect for their values and traditions.
- **Patience and empathy** – understanding the challenges students may face, providing encouragement, and fostering a supportive learning environment.
- **Strong communication skills** – ability to convey complex information clearly and adjust communication styles to suit different learners.
- **Reliability and professionalism** – consistently meeting scheduled commitments, maintaining high standards of behaviour, and adhering to legal and safety requirements.
- **Adaptability and flexibility** – capacity to adjust teaching approaches to accommodate the unique needs of each student and respond to unexpected challenges.

- **Attention to detail** – ensuring that lessons are delivered safely, vehicles are properly maintained, and student progress is accurately tracked.
- **Commitment to continuous improvement** – willingness to engage in professional development and apply new knowledge to enhance teaching practices.
- **Positive role model** – demonstrating safe, responsible driving behaviours and promoting lifelong road safety values.

Qualifications & Training:

- **The Driving Mentor & Program Officer** must meet the requirements of a Qualified Supervising Driver as per South Australian licensing regulations. This includes:
 - Holding an unconditional licence authorising the person to drive a Class C vehicle.
 - Having held a full, unconditional licence for the last two years without disqualification.
 - Not holding a provisional or probationary licence or being subject to a “good behaviour” condition.
 - Maintaining a blood alcohol concentration (BAC) below 0.05 and having no presence of THC (cannabis), Methylamphetamine (Ice, Crystal Meth, Speed), or MDMA (Ecstasy) in their blood or oral fluid while supervising a learner driver.
- (Essential) Current SA 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 First Aid and CPR certification (or prepared to obtain)
- (Essential) 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	External
<ul style="list-style-type: none"> • Students • Student Support Team • Administration staff 	<ul style="list-style-type: none"> • Employment Service Providers • Social and Community Service Providers

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)