

		ECEC Pathway and Support Officer Position Description			MGR01	
Prepared By:	Tadashi Nakamura	Issued	18/05/2026	Copy no	1	
Authorised By	Executive Director	Replaces		Page	1 of 3	
Reason for Amendment						

POSITIONS DETAILS	ECEC PATHWAY AND SUPPORT OFFICER
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Training and Support
REPORTS TO:	Executive Officer, Corporate Service
DIRECT REPORTS:	NIL
EMPLOYMENT CONDITIONS:	Part-Time 0.8 FTE OR Full-Time 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 ECEC Pathway and Support Officer is responsible for coordinating, delivering and supporting the Aboriginal Early Childhood Education and Care (ECEC) workforce pathway initiatives and associated professional network activities across metropolitan, regional and remote South Australia.</p> <p>The role supports the implementation of:</p> <ul style="list-style-type: none"> • the Aboriginal Early Childhood Education and Care (ECEC) Taster Program; and • the Aboriginal Professional Network initiative, <p>through culturally responsive program delivery, participant engagement, pathway coordination, mentoring, workforce development activities, stakeholder collaboration and professional network administration.</p> <p>The ECEC Pathway and Support Officer directly facilitates and delivers culturally responsive ECEC pathway and workforce readiness activities that support Aboriginal participants to:</p> <ul style="list-style-type: none"> • explore ECEC career opportunities; • build confidence and readiness for education, training and employment; • strengthen participation and engagement; • identify and overcome barriers impacting participation; • transition into Certificate III ECEC pathways, traineeships and employment opportunities; and • engage successfully in culturally safe learning environments. <p>The role combines pathway education, participant support and sector engagement functions to strengthen Aboriginal participation within the ECEC workforce pipeline and support culturally safe workforce development approaches across South Australia.</p> <p>The position provides strengths-based and culturally responsive participant support, including mentoring, pathway guidance, engagement support and referral coordination where appropriate. The role also contributes to strengthening collaboration across the ECEC, allied health and community services sectors through administration and coordination of the Aboriginal Professional Network.</p> <p>The ECEC Pathway and Support Officer works collaboratively with Aboriginal Community Controlled Organisations (ACCOs), Registered Training Organisations (RTOs), employers, government agencies, ECEC services and internal Tauondi teams to support workforce pathway development, sector collaboration and improved participant outcomes.</p>

The position contributes to participant monitoring, reporting, professional network coordination, stakeholder engagement and continuous improvement activities associated with funded project requirements.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1. ECEC Pathway Program Coordination

- Coordinate scheduling and delivery of Aboriginal ECEC Taster Programs across metropolitan, regional and remote South Australia.
- Support participant recruitment, engagement and onboarding activities.
- Coordinate delivery logistics including:
 - venues;
 - catering;
 - participant communications;
 - learning resources;
 - industry exposure activities;
 - travel arrangements; and
 - delivery scheduling.
- Coordinate recognised learning components including:
 - First Aid;
 - RRHAN-EC;
 - Working With Children Check (WWCC) support; and
 - other workforce readiness requirements.
- Maintain delivery schedules and support implementation of project timelines and milestones in accordance with funding requirements.
- Support culturally safe and place-based delivery approaches in consultation with Aboriginal communities and stakeholders.

2. Program Delivery and Facilitation

- Deliver and facilitate Aboriginal ECEC Taster Programs across metropolitan, regional and remote South Australia.
- Facilitate culturally responsive learning activities relating to:
 - ECEC career exploration;
 - communication skills;
 - workplace expectations;
 - confidence building;
 - professional identity;
 - teamwork;
 - pathway planning; and
 - job readiness.
- Facilitate group discussions, workshops and structured pathway activities using culturally safe and participant-centred approaches.
- Support delivery of industry exposure activities including:
 - site visits;
 - guest speakers;
 - workplace engagement; and
 - sector presentations.
- Adapt facilitation approaches to support diverse learning styles, confidence levels and participant needs.
- Encourage participant engagement, confidence and positive learning experiences.
- Support culturally safe learning environments that promote participation and pathway exploration.

3. Participant Engagement and Support

- Provide culturally safe, strengths-based and participant-centred support to Aboriginal participants.
- Build positive and respectful relationships that encourage participation, engagement and retention.

- Identify barriers impacting participant engagement, attendance or transition outcomes and provide appropriate support or referral where required.
 - Support participants with:
 - confidence building;
 - motivation and goal setting;
 - communication skills;
 - digital literacy support;
 - workplace readiness;
 - pathway planning; and
 - transition preparation.
 - Provide regular participant follow-up and engagement support throughout participation and transition stages.
 - Facilitate referrals to internal and external support services where additional assistance is required.
 - Maintain appropriate professional boundaries and culturally respectful engagement practices.
4. Pathway Planning and Transition Support
- Provide personalised pathway guidance identifying next steps into:
 - Certificate III in Early Childhood Education and Care;
 - Certificate II in Community Services;
 - traineeships;
 - employment pathways; and
 - further education and training opportunities.
 - Liaise with employers, RTOs and community organisations to strengthen participant transition outcomes.
 - Assist participants with enrolment processes, documentation requirements and understanding workforce expectations.
 - Support participants to understand ECEC career structures, traineeship opportunities and workplace expectations.
 - Maintain participant transition follow-up and contribute to monitoring pathway outcomes.
5. Aboriginal Professional Network Coordination and Administration
- Support coordination and administration of the Aboriginal Professional Network initiative.
 - Coordinate communication and engagement activities with professional network members and stakeholders.
 - Assist with coordination of:
 - network meetings;
 - invitations;
 - agendas;
 - attendance records;
 - presentations;
 - meeting logistics; and
 - virtual participation arrangements.
 - Maintain accurate membership records and communication databases.
 - Support collaborative engagement activities involving ECEC, allied health and community services professionals.
 - Assist with implementation of network plans, goals and sector engagement activities.
 - Support administration of travel reimbursement processes associated with network participation.
 - Contribute to strengthening statewide Aboriginal workforce and sector collaboration initiatives.
6. Stakeholder Engagement and Collaboration
- Maintain effective working relationships with:
 - Aboriginal Community Controlled Organisations (ACCOs);
 - ECEC services;

- employers;
- Registered Training Organisations (RTOs);
- government stakeholders;
- community organisations; and
- internal Tauondi teams.
- Support regional consultation and community engagement activities.
- Participate in meetings, consultations and collaborative planning activities as required.
- Support partnership development and collaborative workforce pathway approaches.

7. Monitoring, Reporting and Continuous Improvement

- Maintain accurate records relating to:
 - participant engagement;
 - attendance;
 - pathway outcomes;
 - stakeholder engagement; and
 - professional network activities.
- Monitor participation trends and contribute to evaluation and continuous improvement processes.
- Collect participant and stakeholder feedback to support ongoing program refinement.
- Prepare reports, updates and administrative documentation in accordance with organisational and funding requirements.
- Support project reporting, evaluation and funding compliance activities.

8. Other Duties

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.

PERSON SPECIFICATION

Skills:

- to engage effectively with Aboriginal participants, communities and stakeholders using culturally responsive approaches.
- Demonstrated ability to facilitate workshops, group learning activities and participant engagement sessions.
- Strong interpersonal and communication skills with the ability to build positive working relationships.
- Ability to coordinate programs, activities and stakeholder engagement processes.
- Ability to manage competing priorities, timelines and administrative responsibilities.
- Demonstrated organisational and record-keeping skills including reporting and documentation.
- Ability to work independently while maintaining strong collaboration with internal and external stakeholders.
- Demonstrated ability to use Microsoft Office applications including Word, Excel, Outlook, Teams, SharePoint and PowerPoint.

Knowledge:

- Understanding of culturally responsive and strengths-based approaches when working with Aboriginal and Torres Strait Islander people.
- Understanding of barriers impacting participation in education, training and employment.
- Knowledge of workforce pathways, traineeships and vocational education systems.
- Understanding of participant engagement, mentoring and support approaches.
- Awareness of the Early Childhood Education and Care sector and workforce development challenges.
- Understanding of stakeholder engagement and collaborative partnership approaches.
- Understanding of culturally safe facilitation and group

Previous Work Experience:

Demonstrated experience in:

- facilitating workshops, pathway programs or group learning activities;
- coordinating community, education, pathway or workforce development programs;

- working with Aboriginal and Torres Strait Islander people using culturally appropriate approaches;
- participant engagement, mentoring or support activities;
- stakeholder engagement and relationship management; and
- administration or coordination of meetings, events or community activities.

Personal Attributes:

Demonstrated and Proven:

- to work both autonomously and collaboratively;
- strong interpersonal and communication skills;
- ability to build trust and maintain professional relationships;
- culturally respectful and ethical approach;
- strong organisational and time management skills;
- flexibility and adaptability within dynamic environments;
- initiative and problem-solving capability; and
- commitment to supporting positive

Qualifications & Training:

- (Essential) Certificate IV or higher qualification in Community Services, Early Childhood Education and Care or related field
- (Essential) Demonstrated experience facilitating non-accredited training, workshops or group learning activities.
- (Essential) Current DHS Working with Children Check (or prepared to obtain)
- (Essential) National Police Clearance (or prepared to obtain)
- (Essential) Responding to Risks of Harms, Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) A current driver’s license

PURPOSE AND VALUES

Our Purpose

Empowering strong people and supporting strong communities through the strength of strong culture and education excellence.

Values

Trust	Building relationships on a foundation of reliability and integrity in all interactions and decision.
Authentic	Encouraging genuine self-expression and honest communication through respectful engagements.
Uniqueness	Embracing and celebrating individual differences and innovative ideas that makes our community strong.
Openness	Fostering a culture of transparency, accessibility, and receptiveness to create new opportunities for growth.
Network	Cultivating strong relationships and connections both within and outside the organisation
Diversity	Valuing and promoting a varied community that includes different backgrounds, perspectives, and experiences to enrich our social understanding.
Impact	Striving to make a meaningful difference in the lives of students, employers, and the broader community through purposeful actions.

KEY RELATIONSHIPS

<p>Internal</p> <ul style="list-style-type: none"> • Executive Management Team • Administration Team • Education Team • Support Team • Tauondi students and Participants 	<p>External</p> <ul style="list-style-type: none"> • Office for Early Childhood Development • Aboriginal Community Controlled Organisations • Registered Training Organisations • Early Childhood Education and Care Services • Aboriginal Professional Network Members
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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.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____