



POSITION DESCRIPTION

Position Title:	<i>Early Years Project Officer</i>
Salary:	<i>\$60,000 - \$63,000 (Plus Superannuation. Salary Packaging Available)</i>
Reports to:	<i>Early Years Coordinator</i>

1. Position in Context

The Victorian Aboriginal Education Association Incorporated (VAEAI) was established in 1976 and aims to increase Koorie participation and positive outcomes in education, training and employment. VAEAI also aims to promote awareness of Koorie cultures and educational aspirations to the wider community.

VAEAI is a state-wide community based organisation representing Local Aboriginal Education Consultative Groups (LAECGs), across eight regions in Victoria. LAECGs are the primary source in the planning, development, operation, monitoring and evaluation of education, training and employment programs across Victoria.

In 2016 the *Marrung – Aboriginal Education Plan 2016 – 2026* was launched setting out a blueprint for Koorie learners across the life course from early childhood through to schools, and vocational education and training (including higher education).

The VAEAI Early Years Unit provides advice, advocates on behalf of, and monitors participation and outcomes for Koorie children 0-8 in relation to their development and learning.

The objectives of the Unit are:

- To provide advice and support to Children’s Services, Koorie organisations, Koorie support staff and other relevant organisations on culturally relevant service development and delivery;
- As a partner to the State Government on education, to advocate for Koorie children aged 0-8 through contributing to policy development focused on improving participation in, and outcomes from, early years services and programs; and
- To monitor trends in education policy and programs that impact Koorie children.

The Project Officer manages and coordinates the development, implementation and evaluation of projects within the Early Years Unit and ensures project outcomes and related organisational objectives are met. Based on project results, the Project Officer will also provide evidenced based policy advice to the Early Years Coordinator and Programs Manager in relation to how Early Years programs and services can deliver improved outcomes for Koorie children in Victoria.

2. Accountabilities

- 2.1 Participate in project design and assist the Early Years Coordinator in submission and tender writing to ensure projects of importance to the community and VAEAI are supported.
- 2.2 Manage all aspects of project planning, development, implementation, reporting and evaluation of a range of projects relating to the Early Years including developing project plans, meeting reporting requirements, undertaking key project activities, monitoring progress against project expectations, ensuring project deliverables are achieved on time, and participating in and/or coordinating evaluation activities.
- 2.3 Establish and maintain effective relationships with key stakeholders through effective negotiation, communication and management of project issues and challenges.
- 2.4 Facilitate cross-sectoral and interagency partnerships and collaborations as needed.
- 2.5 Provide support and coaching to Early Years staff involved in managing projects and programs to ensure project and program outcomes are met.
- 2.6 Provide advice and timely information to stakeholders on emerging project issues to ensure projects stay on track and deliver on both project and organisational objectives.
- 2.7 Document and provide presentations in a range of forums on project progress, outcomes and potential Early Years policy and program implications.

3. Organisational Responsibilities

The Early Years Project Officer

- 3.1 Reports to the Early Years Coordinator
- 3.2 Works collaboratively with members of the Early Years team and VAEAI staff focused on school years, particularly in relation to education related programs and projects targeted at children aged 5-8 years
- 3.3 Works with the VAEAI team to complete urgent tasks as determined by the General Manager

4. Personal Attributes

- 4.1 **Community focused:** prioritises the needs of communities, advocates for the best outcomes and follows through with commitments
- 4.2 **Analytical:** takes a systemic view when building towards improvements in the sector, reviews data, arguments and opinions before making judgements and reaching conclusions, and is able to present clear and logical arguments
- 4.3 **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- 4.4 **Positive:** is optimistic and remains calm when faced with difficulty.
- 4.5 **Collaborative:** works with others to achieve common goals and inspires trust.
- 4.6 **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement.
- 4.7 **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.
- 4.8 **Flexible:** adapts to changing circumstances in the workplace whilst effectively prioritizing work and addressing what is most important.

5. Key Selection Criteria

- 5.1** A commitment to social justice, a sound knowledge of Koorie culture, community and networks and an understanding of the issues that affect Koorie people particularly in early childhood development, education and training
- 5.2** Knowledge of current Commonwealth and State Early Childhood polices, program and priorities for Koorie Early Years services and education
- 5.3** Demonstrated skills in all aspects of project management including project design, planning, implementation, reporting and evaluation
- 5.4** Ability to participate effectively in networks and community meetings to advance VAEAI objectives
- 5.5** Proven ability to communicate effectively with Koorie people and with a wide range of audiences including relevant Government staff, peak bodies and service providers
- 5.6** Demonstrated skills in data analysis report writing skills
- 5.7** Experience in coaching and developing others.
- 5.8** Well-developed time management and self-motivation skills, and the ability to work effectively as part of a team.
- 5.9** Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet

6. Other Desirable Skills, Knowledge or Experience

- 6.1** Qualifications in Early Childhood Development of Education and/or willingness to participate in relevant studies to develop knowledge and expertise
- 6.2** A current Victorian Driver's License and willingness to travel.