

VICTORIAN ABORIGINAL EDUCATION ASSOCIATION INC.

POSITION DESCRIPTION

Position Title:	<i>Policy Coordinator</i>
Salary:	<i>\$70,000 - \$75,000 (super and salary packaging available)</i>
Reports to:	<i>Programs Manager</i>
Term of Employment:	<i>12 month fixed term – renewable pending funding</i>

1. Position in Context

The Victorian Aboriginal Education Association Incorporated (VAEAI) was established in 1976 and aims to increase Koorie participation in education, training and employment through the development of programs that are culturally relevant, that reinforce Koorie identity and provide supportive learning environments. 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 of local advice on education and training matters and participate as partners with Government agencies in the planning, development, monitoring and evaluation of education, training and employment programs across Victoria.

In 2016, the Department of Education and Training developed and launched the Marrung Aboriginal Education Plan 2016-2026. Marrung is the first Aboriginal education plan in Victoria that covers all three education sectors – early childhood, school education and post-compulsory education including vocational education and training and higher education. VAEAI is a principal partner in ensuring the successful implementation of the plan.

The Policy Coordinator is responsible for analysing current and potential government policy impacting Aboriginal education and training in Victoria and providing high level advice to Senior Managers within VAEAI. Leading a small, dynamic team the Policy Coordinator will have responsibilities for advising VAEAI's Executive Team, the VAEAI Representative Council, LAECGs and staff on trends in policies and programs and their implications for the Koorie Community. The role requires working in close consultation with a range of internal and external stakeholders to progress initiatives, responses and funding submissions and includes the provision of high level Secretariat support to a range of committees, forums and roundtables involved in the implementation of Marrung.

2. Organisational Responsibilities

The Policy Coordinator reports to the Programs Manager, VAEAI and will:

- 2.1 Contribute to the development of Organisational strategic and operational plans
- 2.2 As required, represent VAEAI on relevant committees and as appropriate forums and government meetings relating to policy, and strategic directions in Koorie education, training and employment.
- 2.3 Work with the VAEAI team to complete urgent tasks as determined by the General Manager.
- 2.4 Seek opportunities for professional and personal development which will add to VAEAI's overall capabilities.

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3. Program and Policy Responsibilities

- 3.1 Work with the Programs Manager, Wurreker Manager and General Manager to determine VAEAI's policy priorities
- 3.2 Provide leadership to the VAEAI Policy Team and coordinate Policy Team workloads and priorities
- 3.3 Keep abreast of current policy and strategic directions impacting Aboriginal and Torres Strait Islander education, training and employment and provide advice and briefings to the VAEAI Executive Team members
- 3.4 Provide expert and authoritative advice, recommendations and innovative policy/program options related to the major initiatives and directions at a state and national level on Aboriginal and Torres Strait Islander education and training to the VAEAI Executive Team and the VAEAI Representative Council
- 3.5 Analyse state and national policy development, implementation and risks, including identifying and provide advice on their impact on VAEAI's purpose, goals and priorities
- 3.6 Contribute to VAEAI's efforts to build and maintain positive relationships with key stakeholders and support / facilitate a partnership approach to improving Koorie education and training outcomes
- 3.7 Coordinate VAEAI responses, including briefings for the General Manager, President and Managers, in relation to the outcomes from key education and training strategies, policies, programs and research on Koorie participation and outcomes in education and training
- 3.8 Coordinate the development of submissions, and presentations on issues related to Koorie education, training and employment issues which reflect community needs, expectations and aspirations and are consistent with VAEAI strategic directions and priorities.
- 3.9 Support VAEAI Managers in the negotiation of Common Funding Agreements (particularly with the Department of Education and Training) and other Service Agreements as relevant
- 3.10 Support VAEAI Managers to ensure the accurate and timely completion of Funding Agreement reports
- 3.11 In conjunction with members of the VAEAI Executive Team and other key staff, assist in the facilitation of and reporting on consultative processes to engage LAECGs and community members to inform policy development and evaluation
- 3.12 Provide support and advice to Senior Managers. other staff and the LAECGs on relevant policy, projects and programs development, implementation and review
- 3.13 Initiate, design and manage research and/ or evaluation projects to further develop and / or build an evidence base of success in education and training policies, initiatives and programs
- 3.14 Liaise with relevant organisations to support research and development in relation to Koorie participation and outcomes in education and training.

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4. Personal Attributes

- 4.1 **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
- 4.2 **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions
- 4.3 **Positive:** is optimistic and remains calm when faced with difficulty
- 4.4 **Collaborative:** works with others to achieve common goals and inspires trust
- 4.5 **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals
- 4.6 **Honest:** is reliable, trustworthy, credible and truthful
- 4.7 **Leadership:** develops others, takes responsibility for actions and outcomes, manages team dynamics and supports productive working relationships

5. Key Competencies/Selection Criteria

- 5.1 A sound knowledge of Koorie culture, society and networks in the Koorie community
- 5.2 A proven practical understanding of the issues that effect Koorie people, particularly in an education, training and employment
- 5.3 Demonstrated sensitivity and respect in relation to diversity across Koorie communities and dynamics within communities
- 5.4 Ability to participate effectively in networks and community meetings to advance VAEAI objectives.
- 5.5 Demonstrated ability to lead and work effectively with a small multi-skilled team
- 5.6 Demonstrated ability to contribute to the development of new strategic directions in the education, training and employment sectors
- 5.7 Demonstrated high levels of written and oral communication skills, including consultation, negotiation and reporting skills
- 5.8 Proven ability to communicate effectively with Koorie people and with a wide range of audiences
- 5.9 Well developed presentation skills with the ability to deliver information/ presentations to meet the needs and expectations of a wide range of stakeholders
- 5.10 Highly developed time management skills, self-motivated skills and ability to work unsupervised.

6. Other requirements

- 6.1 Qualifications in education, research or related fields and a track record working in policy related positions
- 6.2 Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet
- 6.3 A current Victorian Driver's License and a willingness to travel
- 6.4 Some out of hours work is required from time to time