

VICTORIAN ABORIGINAL EDUCATION ASSOCIATION INC.

POSITION DESCRIPTION

Position Title:	<i>Wurreker Broker</i>
Salary:	<i>\$61,500 + Car, Salary Sacrifice & Super</i>
Reports To:	<i>Wurreker Unit Manager</i>
Location:	<i>VAEAI, 144 Westbourne Grove Northcote</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 of local advice on education and training matters and participate as equal partners in the planning, development, operation, monitoring and evaluation of education, training and employment programs across Victoria.

VAEAI in partnership with the Higher Education and Skills Group, DEECD supports the implementation of the Wurreker strategy to enhance education and training opportunities and create real pathways to employment for Koorie people through TAFE, ACE, and other Registered Training Organisations.

The Wurreker strategy ensures that training is consistent with Koorie community identified needs, links training to employment opportunities and empowers LAECGs and Koorie people in their role in the planning and endorsement of training available through TAFE Institutions.

The Wurreker Regional Broker positions focus on the implementation and ongoing operations of the Wurreker Strategy in the eight VAEAI regions across Victoria. The objectives of the Wurreker Regional Brokers are to:

1. Empower the Koorie community to influence and direct training delivery.
2. Facilitate training providers, industry, employers and other relevant stakeholders to develop training strategies and programs which are responsive to Koorie student and community needs and aspirations.
3. Identify, share and promote models of "best practice".
4. Provide advice, advocacy and monitoring of transition between education, training and employment pathways.

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2. Organisational Responsibilities

Wurreker Brokers are based regionally and:

- 2.1 Report directly to the Wurreker Unit Manager located at VAEAI's Northcote Office.
- 2.2 Represent VAEAI at stakeholder meetings and forums as requested.
- 2.3 Provide coaching and advice to new staff on VAEAI and the VET system.
- 2.4 Provide advice and briefings in response to enquiries from community members, key stakeholders in the VET system, staff and consultants.
- 2.5 Participate in regular Wurreker Unit staff meetings.
- 2.6 Participate in Wurreker Broker planning and in-service training.
- 2.7 Report to the Wurreker Manager on a weekly basis on planned and actual tasks and activities undertaken.
- 2.8 Work with the VAEAI team to complete urgent tasks as determined by the General Manager.

3. Wurreker Regional Broker- Responsibilities

- 3.1 Support the LAECGs to chair and facilitate the Wurreker Regional Committee.
- 3.2 Provide advice and assist LAECGs on change management issues regarding the implementation and future directions of the Wurreker Strategy.
- 3.3 Assist LAECGs and community members to identify capacity building needs and provide advice to the Wurreker Unit Manager and General Manager on strategies to address capacity gaps including the delivery of Professional Development Programs.
- 3.4 Consult with LAECGs and liaise with Koorie community organisations, TAFE Institutions (Koorie Advisory Committees, Koorie Unit Managers and Koorie Liaison Officers), Registered Training Providers and Learn Locals to assist in identifying community needs in relation to relevant Post-compulsory Education programs and services for Koories.
- 3.5 Facilitate cross-sectoral and interagency partnerships and collaborations.
- 3.6 Provide advice and information to CEOs and senior managers of employer bodies, corporations and local government on matters relating to the ongoing development and implementation of the Wurreker strategy.
- 3.7 Facilitate and participate in the development of activities and planning forums for the implementation and further development of the Wurreker Strategy, including:
 - Developing strategic alliances with major employers and private providers.
 - Supporting Koorie community representatives in strengthening their regional planning capacity.

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

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- 4.2 **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement
- 4.3 **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- 4.4 **Flexible:** adapts to changing circumstances in the workplace whilst effectively prioritizing work and addressing what is most important.
- 4.5 **Positive:** is optimistic and remains calm when faced with difficulty.
- 4.6 **Collaborative:** works with others to achieve common goals and inspires trust.
- 4.7 **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.
- 4.8 **Honest:** is reliable, trustworthy, credible and truthful.

5. Key Competencies/Selection Criteria

- 5.1 A commitment to social justice and a sound knowledge of Koorie culture, community and networks and an understanding of the issues that effect Koorie people, in particularly in an education, training and employment environment.
- 5.2 Demonstrated sensitivity and respect in relation to diversity across Koorie communities and dynamics within communities.
- 5.3 Ability to participate effectively in networks and community meetings to advance VAEAI objectives.
- 5.4 Demonstrated ability to deliver new policy and program services directed at the Koorie community and the ability to demonstrate initiative and develop new strategic directions in the education, training and employment sectors.
- 5.5 Demonstrated high levels of written and oral communication skills, including consultation, negotiation and reporting skills.
- 5.6 Proven ability to communicate effectively with Koorie people and with a wide range of audiences and act on behalf of the wider community.
- 5.7 Well developed presentation skills with the ability to deliver information/ presentations to meet the needs and expectations of a wide range of stakeholders.
- 5.8 Highly developed time management skills, self-motivation skills and 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.
- 5.10 A current Victorian Driver's License and a willingness to travel.