

Position Title	Koorie Liaison Officer
Portfolio	Student Experience
Division	Student Services
Department/Cost Centre	Student Services - 05120
Classification	Specialist Staff, Grade 5
Position Number/s	102391
Reporting to	Manager – Student Services
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Department of Student Services is an integrated unit providing exceptional student support and referral services which support and enhance the student educational journey. The department is a key point of contact for students requiring support and assistance on a range of education, access, health and wellbeing issues. It provides holistic support and referral services to enhance the student experience and to maximise student engagement, thereby leading to improved levels of student participation and retention.

The Library and Information Services, Koorie Liaison, Youth Wellbeing, Student Engagement Support and Bookshop and Reprographics teams comprise the major functional areas of the department. These teams provide exemplary and seamless services to students, Institute staff and the general public when training, or engaging, with the Institute.

Each of the teams provides vital support and advice to students as they prepare for, and commence, their educational journey with the Institute. The department is therefore a key element in the Institute's strategic intent of maximising student engagement and retention across all campuses and delivery modes. In this regard the centre oversees:

- the provision and monitoring of student support and referral services including health and wellbeing, counselling and accommodation;
- the provision and monitoring of access and equity issues including advocacy and tailored support to disengaged youth;
- the provision of support and assistance to students who identify as Koorie to enhance the educational experience and improve Koorie graduation rates;
- the provision of a range of student advice and support services including library, knowledge management and copyright advisory services, bookshop and reprographic services (both internal and external), training pathways, career guidance and work readiness.

The Department of Student Services seeks to provide a welcoming environment to students, Institute staff and the broader community and to provide services that are delivered efficiently, accurately and in a timely manner to promote and enhance the reputation of the Institute

Position Overview (Your Opportunity)

Working to increase Koorie enrolments and participation, the KLO works closely with students, mentoring, coaching and putting into place strategies and services to support and leading to successful education outcomes of Koorie learners.

The KLO also offers support to Koorie Staff, ensuring that they are aware of any services to support them in their working environment.

As an integral part of the Student Services Department, the Koorie Liaison Officer (KLO) has the dual responsibility of supporting and assisting the educational endeavours of students who identify as Koorie and of increasing the number of Koorie students graduating from Institute programs. The KLO's establish and maintain links with the region's Koorie community to ensure their involvement in the identification of educational needs, the planning of relevant courses and the effective promotion of education and training.

The KLO is expected to develop and maintain professional relationships with key members of local Koorie organisations and committees.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation.

These accountabilities include but are not limited to:

Your Position

- The KLO provides high quality services to Koorie students aiming to increase participation and completion of courses at SWTAFE
- The KLO offers support to Koorie Staff, ensuring that they feel supported and have access to services within their day-to-day working environments
- The position provides support in the form of teaching strategies, classroom mentoring, cultural awareness training and other advice to the teachers and support staff of Koorie students
- The KLO works closely with the Koorie community, secondary schools, Institute staff, Wurreker Broker, appropriate Government Departments, local Councils and Shires and other organisations to develop and support vocational education and training programs for the Koorie community in the South West region.
- Support Koorie learners to achieve effective and sustainable education and training outcomes and realise aspirational goals
- Lead the Implementation of the SWTAFE Wurreker and RAP strategies
- Through consultation, provide advice to the Institute on the inclusion of programs, within the Institute's profile, to meet the needs of local Koorie students and Industries
- Provide advice on the interpretation and implementation of Government policy relevant to Koorie education and training
- Liaise with and assist the regional Secondary Schools to ensure that relevant and appropriate pathways are in place for Koorie secondary students transitioning to VET study
- Research and prepare submissions for related funding from appropriate State and Federal sources for Koorie specific projects and represent the Institute as required on a range of internal and external committees
- Provide professional advice to all staff, students and the broader Institute community on relevant Koorie policy and cultural issues including mentoring teachers as required, in the provision of student support, and providing advice on teaching strategies and appropriate staff development activities
- Maintain appropriate records of all work related activities and prepare reports and other information as required.
- Provide administrative support to the South West Institute of TAFE Aboriginal Advisory Committee.
- Strengthen the capacity of the Institute to provide culturally inclusive resources and programs that respect Koorie culture
- Develop and implement the Wurreker Plan and other specific obligations set by Government and understand how these interact with related functions, policies and procedures of the Institute
- Work within specific guidelines with scope to exercise discretion and innovation in the application of established procedures.

- Work independently on day to day operations and will undertake the duties of the position under general direction from the Manager.
- Develop and maintain extensive external networks and ensure that they are consulted and kept informed of education issues relevant to Koorie students.

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Evidence of acceptance and established links with relevant Koorie Communities and a demonstrated understanding of, and empathy for, the issues relevant to Koorie education and training
- Knowledge of funding sources relevant to Koorie education, experience in managing budgets and acquitting funds.
- Practical experience in Koorie education and training and an understanding of relevant Government agencies involved in the delivery of education and training to the Koorie community
- A proactive approach, and proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules. Flexibility with working arrangements is essential.
- Highly developed interpersonal skills and written and verbal communications skills including competence in speaking and interacting with a range of Koorie audiences, and a demonstrated ability to liaise effectively with the public, industry representatives, internal staff and government agencies
- Competence in the use of the Windows operating environment, including a sound operational knowledge of the MS Office products, Internet based applications and database management software. The ability to research the Internet is required
- Proven ability to work both autonomously and effectively and collaboratively as part of a team in the provision of student support.

Qualifications and Requirements

Mandatory requirements

- A relevant diploma, degree or lesser formal qualifications with substantial experience and a broad knowledge of the various aspects of working with Aboriginal Communities
- A current Drivers License.
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Knowledge of the Victorian TAFE system and the national Vocational Education and Training sector.

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

Position Description

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Click here to enter text.	
Approved by	Department Executive Manager	Click here to enter text.	
P&C review	People & Culture	Restructure	12/07/2021
Agreed by	Incumbent		