

Position Description

POSITION TITLE	Project Officer – Consultation and Engagement		
REPORTS TO	Training and Education Lead	WORK AREA UNIT	Programs, Training and Development Team
FULL OR PART TIME	Full-time	PRIMARY LOCATION	Croydon
DIRECT REPORTS	Nil	JOB CLASSIFICATION	

About the Role:

This position is new, within a growing Programs, Training and Development team in BWAHS. The Project Officer – Consultation and Engagement will be required to support the implementation and administration of the Aboriginal Family Violence Training Calendar. The Project Officer – Consultation and Engagement role includes liaison with Aboriginal Community Controlled Organisations as well as administration and coordination activities within Boorndawan Willam Aboriginal Healing Service workforce to assist with building the overall capacity of the workforce in the area of family violence services.

The position will report to the Training and Education Lead and work in close contact with the members of the Programs, Training and Development team. The role will also liaise with the wider community, ACCO contacts and education providers as directed by the Practice and Development Manager. The role requires the incumbent to have the ability to liaise with current and prospective students, maintain documentation and information and promote BWAHS as a provider of Aboriginal healing services education. The role involves the coordination of a range of culturally safe training programs with Aboriginal organisations and, where relevant, co-facilitation with service providers.

Key Accountabilities

The position is responsible for working in conjunction with the Team to coordinate, administer and implement the training calendar within the project timeframes. These duties include responsibility for:

Your responsibilities will include, but are not limited to:

- Liaising with and maintaining relationships between BWAHS and Community Controlled organisations to promote and coordinate training programs focussed on safety from family violence, healing and recovery;

- Maintaining, administering and coordinating accredited and unaccredited education events conducted both by BWAHS and in collaboration with a TAFE, including provision of an up-to-date calendar, enrolments and participant progress information;
- Participation in continuous improvement activities related to education workshops and courses;
- Providing support to students with information about administration issues;
- Supporting the training monitoring and evaluation process;
- Providing reports as required;
- Facilitating training workshops as relevant to your skills and experience;
- Engaging with individuals and organisations through telephone, email and meetings as appropriate;
- Participating in professional development activities to build on your strengths and abilities;
- Participating proactively in team project initiatives ;
- Supporting to other team members in periods of high demand and during periods of absence;
- Participating in project groups and attendance at events;
- Maintaining OH&S practices;
- Undertake other duties as directed.

Key selection Criteria

- **Commitment to BWAHS Vision, Mission, Values and Principles** – All employees must demonstrate commitment to the organisation's Vision, Mission, Values and Principles throughout employment activities and ensure individual development plans
- **Demonstrated awareness and appreciation of Aboriginal societies and cultures** - and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- **Self-assessment and Reflection** – The capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well within ourselves and our relationships. To be resilient, capable of self-awareness, self-management, self-development, social awareness and relationship management, in order to contribute to more effective and supportive standards of behaviour and/Code of Ethics
- **Collaborative practice** – Able to work together with colleagues in a culturally safe and respectful manner to meet objectives and outcomes of their role
- **Facilitation skills** – Desire and ability to deliver workshops to staff working in Aboriginal Community Controlled Organisations with a focus on safety from family violence, healing and recovery
- **Project coordination skills** –task breakdown and scheduling, communication management
- **Interpersonal competence** – highly developed written and verbal/listening communication skills
- **Accountability** – Individual responsibility to deliver services within the relevant legislative and regulatory framework and in accordance with sound professional practice and business/service management practice
- **Work Health and Safety** – All employees will perform their duties in accordance with BWAHS Work, Health and Safety Policy

- **Privacy and Confidentiality** – All employees will perform their duties in accordance with BWAHS Privacy and Confidentiality Policy.

Qualifications and experience

- Demonstrated relevant work experience in supporting and implementing community educational projects or programs in an adult learning environment
- An understanding of contemporary Aboriginal culture and the history of intergenerational trauma
- Demonstrated ability to work in a culturally safe manner
- Proven ability to successfully engage with learners, community organisations and education institutions
- Ability to work independently and as part of a small team
- Proficiency in software systems including Outlook, Word and Excel
- Willingness to embrace opportunities for professional development where appropriate.

Highly desirable qualifications and experience

- Experience in working in the vocational education and training sector at an RTO, TAFE or ACFE
- Experience in working in the family violence and /or community services sector
- Experience in providing training or other activities with community groups including in the Victorian or other Aboriginal communities
- Relevant qualifications in community services will be well regarded
- Full or partial completion of the TAE16 Trainer/Assessor Qualification at Certificate IV or Diploma level

OTHER REQUIREMENTS

- Understanding and commitment to privacy and confidentiality with all matters within an organisation.
- Current Victorian Driver's Licence.
- Hold a satisfactory Police Check and a Working with Children's Check or willingness to obtain the checks.
- Current basic first aid qualification or the willingness to obtain the qualification.
- Willingness to undertake occasional rural and regional travel.

KEY ATTRIBUTES FOR ALL EMPLOYEES

- **Commitment to BWAHS Vision, Mission, Values and Principles** – All employees must demonstrate commitment to the organisation's Vision, Mission, Values and Principles throughout employment activities and ensure individual development plans.
- **Self- Assessment and Reflection** – the capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our relationships. To be resilient, capable of self-awareness, self-management, self-development, social awareness, and relationship management, to contribute to a more effective and supportive organisational culture.
- **Ethical** – Reflects expected standards of behaviour and/ or Codes of Ethics.



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- ***Culturally Aware*** – values social inclusiveness as a strength and positively utilises diversity.
- ***Communication and collaboration*** – Works with others to achieve common goals and disseminates information using appropriate media/ language to the right people at the right time.
- ***Accountability*** – Individual responsibility to deliver services with the relevant legislative and regulatory framework and in accordance with sound professional practice and business/ service management practice.
- ***Consumer/ Client focussed*** – Prioritises the needs of clients and the aims for the best outcomes for clients.
- ***Work Health and Safety***- All employees will perform their duties in accordance with BWAHS Work, Health & Safety policy.
- ***Privacy and Confidentiality*** - All employees will perform their duties in accordance with BWAHS *Privacy and Confidentiality policy*.