

POSITION DESCRIPTION – DRAFT ONLY

Position	Co-ordinator – Workforce Qualifications
Reports to	Organisational Development Manager
Direct Reports	nil
Status	Full time, ongoing
Date	1 August 2022
Location	340 Bell St, Preston, Victoria 3072 and working remotely

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the trauma experienced by our community requires intergenerational and community healing.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

To achieve VACCA's organisational goals, a skilled workforce is required across the organisation, as well as the capabilities to adapt to changing needs, ongoing growth, compliance requirements and new challenges. Organisational Development is a key priority for us and we are currently engaged in strengthening all stages of the employee life cycle ie attraction, recruitment, induction, professional development, career pathways, effective performance management, and wellbeing,

VACCA is investing significantly in upskilling its workforce through a range of formal education qualifications in the areas of community services, family violence, management, and administration.

POSITION SUMMARY

The Workforce Qualifications Co-ordinator is responsible for all aspects of the effective delivery of various educational qualifications for VACCA staff. ie planning, organising, co-ordination, communication, data collection and reporting. The role involves partnering with education providers

and directly supporting staff enrolled as students in completing the qualifications successfully.

Qualifications that VACCA currently offers include:

- Diploma of Community Services
- Graduate Certificate in Family Violence
- Certificate IV in Leadership and Management
- Advanced Diploma of Community Sector Management
- Other qualifications as they become available

Additionally, the role will be responsible for administering the Financial Assistance and Study leave policy and procedures.

KEY RELATIONSHIPS

Internal: VACCA staff and managers

External: Educational institutions, Government agencies, non-government organisations.

KEY SELECTION CRITERIA

- Commitment to VACCA's vision and purpose along with sound understanding of Aboriginal culture and contemporary issues
- An ability to work in a culturally respectful manner to support , guide and mentor learners
- Excellent project management co-ordination and planning
- Strong attention to detail, data collection and reporting
- Excellent writing and verbal communication skills, including liaison and engagement
- Pro-active in taking initiative and able to problem solve
- Confidentiality, professionalism and maintaining appropriate boundaries

Desirable

Relevant qualifications and/or experience in community sector
Experience with delivery of vocational education

POSITION ACCOUNTABILITIES

- Contribute to a positive and culturally safe learning environment
- Provide support and advice to the staff and managers
- Co-ordinate and organise all aspects of formal study qualification programs delivery ie implementation, logistics, attendance, learning quality and evaluation
- Liaise with universities and other education providers
- Organise events and sessions eg: classes, study group, graduation celebrations.
- Book guest speakers, and attend classes to support students
- Maintain regular contact with students, and follow-up on progress. Provide, encouragement and support. Assist with practical solutions to address concerns.
- Respond to enquiries promptly and take follow-up actions



VACCA
Connected by culture

- Collect, analyse, and critically evaluate information and prepare reports
- Ensure record keeping systems and processes are adhered to
- Use sound judgement in administering Financial Assistance and Study leave policy and procedures.
- Develop and advise on learning content resources and deliver presentations as required

PERFORMANCE AND PROFESSIONAL DEVELOPMENT

- Participate in supervision
- Participate in ongoing professional development and training, as required
- Carry out duties in accordance with the philosophy, policies, work practices and protocols of VACCA.
- Flexibility, initiative and positive approach to creating innovative solutions

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Support other team members in periods of high demand and during periods of absence.
- Undertake other duties as directed by the OD Manager.
- Undertake travel as necessary

ADDITIONAL INFORMATION

VACCA is a child safe and equal opportunity employer. All employees are required to undergo a National Police Records Check, a Working with Children Check and comply with the Code of Conduct policy.

VACCA has a smoke-free workplace policy.