



Aboriginal Education Officer

STATEMENT OF DUTIES		July 2015
Number	Generic	
Portfolio	Development and Support	
Branch	Aboriginal Education Services	
Section	NA	
Sub-Section/Unit/School	NA	
Supervisor	As specified	
Award/Agreement	Tasmanian State Service Award	
Classification	General Stream Band 3	
Employment Conditions	Permanent or fixed-term, part-time or full time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.	
Location	As specified	
Check Type	NA	
Check Frequency	NA	

Primary Purpose

Assist schools to engage with Aboriginal community members, organisations and cultural resources in order to build their capacity to provide culturally responsive and inclusive learning environments that value Aboriginal students and Aboriginal culture, and actively promote Aboriginal student engagement, attainment and successful transitions. Support school communities and strategies to close the gap in Aboriginal educational outcomes and other relevant initiatives.

Level of Responsibility/Direction and Supervision

The occupant is appointed within one or more designated Learning Support teams. The occupant is expected to operate as a member of these teams with a degree of autonomy in day-to-day activities. The occupant will receive support, guidance and supervision from Learning Services. Additional support and guidance including leadership and policy direction will be provided by Aboriginal Education Services.

The department has a range of delegations in operational areas including Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

Primary Duties

As a member of one or more Learning Support Teams, assist schools to develop and deliver a range of culturally appropriate and sustainable support mechanisms and initiatives aimed at improving the attendance, participation and educational outcomes of Aboriginal students and support the implementation of Department strategies aimed at Closing the Gap in Aboriginal educational outcomes.

Assist with the successful transition of Aboriginal students from Year 6 to Year 7 and Year 10 to Year 11 and their access to appropriate pathways towards further education, training and employment.

Work with teachers and school leaders to engage in the development of culturally responsive curriculum and pedagogy and the creation of learning environments that are inclusive of and celebrate Aboriginal and Torres Strait Islander history and culture.

Promote the value of shared responsibility for Aboriginal student learning success via the development and implementation of strategies to build respectful partnerships between Aboriginal families/care givers, the Aboriginal community and school communities.

Liaise with other government departments and community agencies to promote effective school and community partnerships and collaborative support services for Aboriginal students.

Provide advice and facilitate communication within school communities to build cultural understandings of local Aboriginal community and the issues affecting Aboriginal students and impacting on Aboriginal educational outcomes.

Monitor student achievement and enrolment data and support schools in personalised learning planning and the implementation of Aboriginal student attendance strategies.

Participate in a range of Aboriginal Education Services as required to support culturally inclusive professional learning and curriculum development in schools.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

- 1 Knowledge of the Tasmanian Aboriginal community and Aboriginal culture both traditional and contemporary and a demonstrated ability to apply this knowledge to their work with Aboriginal students and their families and school communities.
- 2 Knowledge of the Tasmanian public education system and an understanding of issues relevant to Aboriginal students.
- 3 Proven communication skills, including the ability to communicate sensitively and effectively with Aboriginal people, Aboriginal students of secondary school age, and to liaise with support service providers, individuals and groups within school communities.
- 4 Proven time management, work organisation and problem solving skills.
- 5 Proven interpersonal skills and the capacity to work effectively as a member of a team according to clear accountabilities.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

Essential

- The Head of the State Service has determined that this position is an Aboriginal Identified Position and that it can only be filled by Aboriginal people or Torres Strait Islanders in accordance with Employment Direction 10 Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered.

A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- A current driver's licence.

Working within the Department *for* Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

We are a values-based organisation. We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.

The Department for Children, Education and Young People is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

The Department for Children, Education and Young People is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department of Education, Children And Young People: Information technology policies](#)

Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education, Children and Young People is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

The department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. The department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

Fraud Management

The department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit. The department is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: As specified.

HR Office use only:

APPROVED BY HRM DELEGATE: I03974 - Deputy Secretary Corporate Services – January 2008

Request: 027-2003/04, 308-2003/04 & 194-2004/05, 7004199, 7005118

Date Duties and Selection Criteria Last Reviewed: 02/11 CJS