



Position Description

Title:	Business and Leadership Educator
Unit:	Education and Training Unit
Reports To:	Executive Manager VACCHO RTO
Time Fraction:	FTE
Employment Status:	12 months with potential for ongoing
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health and wellbeing. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

VACCHO's Education and Training Unit (ETU) is responsible for maintaining VACCHO as a Registered Training Organisation.

ETU plays a key role in achieving the short and long-term goals of the VACCHO membership and the development of a highly skilled Aboriginal Health Workforce and Aboriginal Community Controlled Health sector in Victoria.

VACCHO's ETU commitment is to building on individual and community knowledge that values Aboriginal culture and contributes to community self-determination.

Role Overview

The primary purpose of this role is the delivery of accredited courses and short non-accredited courses in Business, Leadership and Management. You will also be required to participate in assessment activities associated with those programs.

Key Responsibilities

1. Delivery of accredited training in Business and Leadership and Management. This may include the following broad tasks:
 - o Delivering training workshops, incorporating simulated learning, on and off the job assessments and appropriate on the job activities.

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- Conducting assessments using a variety of methods including paper-based, RPL and workplace interviews.
 - Developing and modifying resources to suit the needs of students and employers ensuring currency and version control of all learning and assessment resources and texts.
 - Ensuring compliance with AQTF and funding body requirements.
 - Assisting with the design and documentation of training and assessment strategies and training plans.
2. Meet requirements for student and general administration tasks including record keeping associated with the delivery of training programs and assessment finalisation for students
 3. Work within the Registered Training Organisation team working as an effective team member, providing assistance and support to the Unit as required to meet Unit Objectives
 - Posting results and conducting other student administration in line with VACCHO ETU policies and procedures and funding and registration body requirements.
 4. Undertake other duties which are appropriate to the level of the position, as directed by the Coordinator and Unit Manager to meet unit objectives.
- Regular attendance and participation at Education and Training Unit meetings, program meetings, staff and other meetings.
 - Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this.

Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.

- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and

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management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.

- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.

Key Selection Criteria

- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal Australians (particularly in relation to education).
- Highly developed written communication skills, with exceptional ability to prepare a range of documents including but not limited to training resources, assessment tools and supporting documents.
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels. An ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.
- Demonstrated initiative and accountability with proven ability to take responsibility for own actions.
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

Essential Qualifications

- Diploma in Business or a lesser qualification with extensive experience.
- Diploma or Advanced Diploma Leadership and Management
- Minimum of TAE40116 or its equivalent
- Experience working in a vocational training role delivering accredited qualifications and/or units of

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competency.

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander

Position Description Acceptance

I have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

SIGNED by the EMPLOYEE

.....
Signature: Name: Date:

SIGNED by the MANAGER

.....
Signature: Name: Date:

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