



## EXECUTIVE OFFICER

### NSW ABORIGINAL EDUCATION CONSULTATIVE GROUP Inc.

**SALARY:** Remuneration package valued up to \$115,385 per annum includes employer's contribution to superannuation and annual leave loading.

**LOCATION:** Stanmore, NSW

**JOB STATUS:** Permanent Full time

#### KEY RESPONSIBILITIES:

The Executive Officer is responsible for the oversight and evaluation of policies and programs across all of the NSW AECGs Inc. education and training portfolios and responsible for providing high-level executive management and strategic advice to the NSW AECG Inc. and to the NSW AECG Secretariat Staff.

#### SELECTION CRITERIA:

- Aboriginality.
- Sound knowledge of the NSW AECG, its governance structures and core objectives.
- Sound knowledge of issues affecting Aboriginal education and training within Aboriginal communities.
- Demonstrated experience working with and achieving outcomes for NSW Aboriginal communities.
- Demonstrated expertise in policy/program development and evaluation.
- Experience in the development of reports, discussion papers, advice and recommendations.
- Understanding of the Coalition of Aboriginal Peak Organisations (CAPO) and Closing the Gap
- High level Information Technology, oral and written communication skills.
- Negotiation, liaison and interpersonal skills.
- Supervisory experience.
- Ability to monitor budgets.
- Full COVID vaccinations
- NSW Drivers License and ability to travel within NSW and interstate as required
- A valid and current Working with Children Check and National Probity Police Check

#### JOB NOTES:

The qualification of Aboriginality is authorised by the NSW AECG Inc. in accordance with part 9A, Anti-Discrimination Act, 1977.

**ENQUIRIES:** Catherine Trindall (02) 9550 5666  
or e-mail [Catherine.trindall@aecg.nsw.edu.au](mailto:Catherine.trindall@aecg.nsw.edu.au)

**CLOSING DATE:** **COB Friday 11<sup>th</sup> March 2022**

**INFORMATION PACKAGE:** Rebecca McHugh (02) 9550 5666  
or e-mail [Rebecca.McHugh@aecg.nsw.edu.au](mailto:Rebecca.McHugh@aecg.nsw.edu.au)

**APPLICATIONS TO:** Rebecca McHugh  
Executive Assistant (R)  
NSW AECG Inc.  
37 Cavendish St  
STANMORE NSW 2048



## NSW Aboriginal Education Consultative Group Inc (AECG) Role Statement

**Position Title:** EXECUTIVE OFFICER

**Classification and Grade:** Permanent

**Location:** NSW AECG Inc Secretariat 37 Cavendish Street Stanmore NSW 2048

**PURPOSE OF THE POSITION:** Responsible for providing high-level executive management advice and support to the NSW AECG Inc and to the NSW AECG Secretariat Staff.

The NSW Aboriginal Education Consultative Group Inc. is a non-profit Aboriginal organisation that provides advice on all matters relevant to education and training with the mandate that this advice represents the Aboriginal community viewpoint.

The NSW Aboriginal Education Consultative Group Inc. promotes respect, empowerment and self-determination and believes the process of collaborative consultation is integral to equal partnership and is fundamental to the achievement of equality.

The NSW Aboriginal Education Consultative Group Inc. advocates cultural affirmation, integrity and the pursuit of equality to ensure that the unique and diverse identity of Aboriginal students is recognised and valued.

### **ORGANISATIONAL CONTEXT OF THE POSITION:**

The primary role of the NSW AECG Inc. is to promote active participation by Aboriginal people in the consultative and decision-making process of education and training related matters.

The role of Executive Officer is critical to the functioning of the organisation as the position provides high level advice, senior leadership and is responsible for the oversight and evaluation of policies and programs across the NSW AECG Inc.

The position reports directly to the President of the NSW AECG Inc.

### **POSITION CRITERIA: (ESSENTIAL)**

- **Aboriginality:** this is an identified position under Section 14 (d) of the Anti-Discrimination Act 1977.
- Have sound knowledge of the NSW AECG, its governance structures and core objectives.
- Sound knowledge of issues affecting Aboriginal education and training within Aboriginal communities.
- Demonstrated experience working with and achieving outcomes for NSW Aboriginal communities.



- Demonstrated expertise in policy/program development and evaluation.
- Experience in the development of reports, discussion papers, advice and recommendations.
- Understanding of the Coalition of Aboriginal Peak Organisations (CAPO) and Closing the Gap
- High level Information Technology, oral and written communication skills.
- Negotiation, liaison and interpersonal skills.
- Supervisory experience.
- Ability to monitor budgets.
- Full COVID vaccinations
- NSW Drivers License and ability to travel within NSW and interstate as required
- A valid and current Working with Children Check and National Probity Police Check

#### **KEY RESPONSIBILITIES/ ACCOUNTABILITIES:**

Provide high-level strategic advice and input on issues relating to the educational, social, emotional wellbeing, welfare, and cultural needs of Aboriginal communities. This will be in consultation with the President and when required the Association Management Committee.

Work in partnership with key and major stakeholders including all of the NSW AECG networks, Coalition of Peak Organisations (CAPO), Government, non-government, independent and philanthropic partners and agencies. This advice will be given in consultation with the President and the Association Management Committee when and deemed appropriate.

Act when requested as a spokesperson for the Association at key meetings and forums to provide strategic advice to State and Commonwealth Ministers and key stakeholders both within the public and private sectors across all levels and issues pertaining to Aboriginal Education and Training from an AECG Inc perspective.

#### **FUNCTIONS:**

- Provide strategic advice to the President and Association Management Committee on key issues impacting on Aboriginal Education and Training
- Provide strategic advice to both State and Commonwealth Ministers on matters pertaining to Aboriginal Education
- Provide Leadership support to the President and Vice President
- Provide advice on AECG Inc policy matters to all levels of the association including the associations constitution.
- Participate in, and provide support to the President at all National IECB meetings
- Provide executive support and supervision to the staff of the secretariat
- Attend/Participate in meetings, functions, panels and forums at State, National and International venues in relation to supporting and promoting both the role of Aboriginal Education and the NSW AECG within an NSW context.
- Oversee the monitoring and reporting deadlines across all of the associations funding commitments and other obligative functions.
- Participate in and provide keynote addresses and speeches in relation to supporting the needs of Aboriginal students, from an AECG Inc perspective



- Co-ordinate with the secretariat staff the running of Annual General Meetings, Annual Conference State Meetings and Association Management Committee Meetings of the NSW AECG Inc
- Identify, evaluate and implement administrative enhancements to achieve improved efficiency and productivity of the NSW AECG Inc Secretariat.
- Ensure all operational policies and procedures are current and effective whilst working in partnership with the NSW AECG Policy Officer.
- Provide key leadership and management advice in the effective functioning of the NSW AECG Inc Secretariat
- Provide executive support and advice to Association members particularly in relation to servicing the needs of Regional and Local AECG's
- Participate at Local and Regional AECG meetings where invited