



## EXECUTIVE OFFICER

### NSW ABORIGINAL EDUCATION CONSULTATIVE GROUP Inc.

**SALARY:** Remuneration package valued up to \$120,000 per annum includes employer's contribution to superannuation

**LOCATION:** Stanmore, NSW

**JOB STATUS:** Long term contact with the opportunity for permanency

#### 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 12<sup>th</sup> August 2022**

**INFORMATION PACKAGE:** Trish Daniel (02) 9550 5666  
or e-mail [trish.daniel@aecg.nsw.edu.au](mailto:trish.daniel@aecg.nsw.edu.au)

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