

Expressions of Interest

Network Officer

The NSW Aboriginal Education Consultative Group Inc. (NSW AECG) is looking for a highly motivated well organised person to join our team. If you believe this is you then we'd love to hear from you.

Position: NSW AECG Network Officer

Location: Stanmore, (Preferred) Sydney NSW 2048- or by negotiation

Salary: Remuneration package valued up to \$110,000 per annum based on demonstrated and proven experience. Includes employer's contribution to superannuation.

Employment A two-year contract will be offered to the successful candidate, with the possibility of an extension.

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 and its purpose, governance structures and core objectives.
- Sound knowledge of issues impacting on the quality of education for Aboriginal communities.
- Demonstrated time management and organisational skills
- Demonstrated experience working for Aboriginal community led initiative
- Information Technology, oral and written communication skills
- Demonstrated negotiation, liaison, and interpersonal skills
- Ability or willingness to learn to develop and develop professional training programs
- Full COVID vaccinations
- NSW Driver's License and ability and willingness to travel extensively within NSW and interstate as required
- A current NSW Working with Children Check clearance for paid employment & National Criminal History Check or willingness to obtain.

Please forward your expression of interest which addresses all the position criteria along with your resume to:

**Trish Daniel Executive Assistant (R) NSW AECG Inc. 37 Cavendish Street,
Stanmore NSW 2048 E: trish.daniel@aecg.nsw.edu.au**

By: COB - Friday, 2nd September 2022

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Network Officer

Position Description

Purpose of the Position:

Responsible to the NSW Aboriginal Education Consultative Group (AECG) President, the Network Officer will support the day-to-day operations of the NSW AECG through working directly with the vast network of Local and Regional AECG's. The primary purpose of this role will be to support NSW Aboriginal communities' objectives around engaging with and improving the education sector.

The Network Officer will support and build the capacity of existing Local and Regional AECGs and support the establishment/re-establishment of new Local and Regional AECGs as per need across the state. A significant commitment to travel extensively across NSW will be required to deliver or coordinate the delivery of targeted training as well as support advocacy, communications, constitutional accountabilities, and coordination of NSW AECG Secretariat support for our Local and Regional AECG members.

The Network Officer will also work with relevant stakeholder organisations to support collaborative approaches to improving engagement and outcomes within the education sector.

Organisational Context of the Position:

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

The NSW AECG's primary function, through its strong membership base of 157 Local AECGs and 20 Regional AECGs, is to promote active participation of local Aboriginal communities in the consultative and decision-making process of education and training related matters. The Network Officer role will work to support our Local AECGs with the responsibility of ensuring all governance matters are adhered to in relation to the constitution and the rules of the organisation.

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Position Description

The NSW AECG Network Officer will provide professional training and support to the NSW AECG's network of Local and Regional AECGs. When required they will also support the establishment and re-establishment Local and Regional AECGs across the state of NSW.

The Network Officer will also support Local and Regional AECG's in following up on recommendations, supporting relevant advocacy needs, and where needed facilitating Secretariat support for Local and Regional AECG events/initiatives.

Success in this role will result in strengthening the NSW AECG's Network of Local and Regional AECGs and, in turn, improved education outcomes for NSW Aboriginal communities and the education sector.

Key Responsibilities/Accountabilities:

- Design and where required deliver NSW AECG Inc. professional training programs to support and improve capacity of Local and Regional AECG Networks
- Consult with and provide advocacy advice and support where required to the NSW AECG's Local and Regional Network on relevant education matters
- When necessary, attend meetings and engage with Aboriginal communities, Aboriginal organisations, schools, government/NSW Department of Education and non-government organisations
- Undertake analysis and evaluation to support the NSW AECG's advocacy for improvements to the education sector
- Report to the NSW AECG's President and Executive Officer on success stories, issues and matters of importance concerning NSW Local and Regional AECG's engagement and experience with their local education providers
- When required, attend relevant NSW Department of Education and non-government organisation meetings to advocate on behalf of the NSW AECG and NSW Aboriginal communities.
- Attend, where required, Employment Panels
- Support the delivery of community driven programs, for example the NSW AECG Connecting to Country program
- Assist, where necessary, the establishment of new Local and/or Regional AECGs
- Assist where necessary Local and Regional AECGs with membership matters and accountability requirements around the NSW AECG Constitution
- If required, present to Regional Presidents, NSW AECG State Meetings and the NSW AECG AGM
- The position reports directly to the President and/or designated officer of the NSW AECG Inc