

# Position Description

<b>Position Title</b>	Manager - First Nations Community & Student Engagement
<b>Portfolio</b>	Student Experience
<b>Division</b>	Student Experience
<b>Department/Cost Centre</b>	First Nations Support – 05090 and Student Experience - 05002
<b>Classification</b>	Specialist Staff Level 8
<b>Position Number/s</b>	102822
<b>Reporting to</b>	Executive Manager - Student Experience
<b>Supervises</b>	First Nations Student Support Officers

## Who is South West TAFE?

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South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmara, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

## Division Overview

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The Student Experience Portfolio is an integral part of SWTAFE's commitment to providing exceptional support and resources for its students. The portfolio encompasses front-facing support departments including Student Administration, Disability Support, Literacy & Numeracy Support, First Nations Support, Wellbeing Support, the Skills & Jobs Centre, The Reconnect Program, and oversees three regional SWTAFE campuses. These departments collaborate to provide a holistic and inclusive student experience and aim to foster a supportive learning environment that empowers students to achieve their academic and career goals.

These departments provide specialised assistance, advocacy, and resources to ensure that every student has equal access to education and opportunities for success.

## Position Overview (Your Opportunity)

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The Manager – First Nations Community and Student Engagement oversees SWTAFE's First Nations support team, strengthens partnerships with Aboriginal organisations, and drives cultural capability across the organisation. They lead the development and implementation of the Wurreker Plan, Reconciliation Action Plan (RAP), and initiatives that promote cultural safety and improved outcomes for First Nations students and staff.

The role positions SWTAFE as a respectful and leading provider of education for First Nations peoples, providing strategic leadership and expert cultural advice.

**Key focus areas include:**

- Leading the First Nations Support team across all campuses.
- Driving Aboriginal and cultural inclusivity in teaching, assessment, student experience, and community engagement.
- Developing frameworks that embed culturally safe practices to support First Nations student progression and success.
- Overseeing First Nations-specific programs and ensuring culturally engaging delivery and support.
- Establishing partnerships with major Aboriginal organisations, Traditional Owner groups, RAPs, and ACCOs.
- Managing employment, development, and performance of First Nations support staff.
- Preparing Wurreker reports, RAP documentation, and other required reports.
- Collecting and analysing data to lead strategic cultural initiatives.
- Researching trends in First Peoples education and identifying opportunities for SWTAFE.
- Growing First Nations programs in collaboration with internal leaders and external partners.
- The role maintains strong connections with First Nations communities to ensure education offerings meet community needs and support student success.

**Key Accountabilities**

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation.

These accountabilities include but are not limited to:

**Your Position**

- Deliver high-quality services that increase First Nations participation and completion at SWTAFE.
- Lead, support, and grow the First Nations team, including recruitment, goal-setting, timetabling, and ensuring staff have appropriate supports.
- Oversee student engagement activities and ensure accurate recording of interactions in database systems.
- Develop and implement the Wurreker Plan, RAP (Reflect), and related government obligations.
- Manage budgets and resources allocated to First Nations initiatives.
- Contribute to Senior Leadership operations and organisational planning.
- Work with First Nations communities, schools, Wurreker Broker, government, councils, and others to strengthen vocational pathways.
- Analyse student insights data to inform policies and procedures.
- Lead strategic and operational planning for First Nations programs.
- Provide advice on government policy relevant to First Nations education. (Including Marrung Strategy, TAFE Network Statement of Priorities relevant to First Nations focus areas)
- Prepare funding submissions and represent SWTAFE on committees.
- Provide advice and mentoring on cultural matters, teaching strategies, and staff development.
- Contribute to broader teaching and program directions.
- Report to senior leadership on all activities and outcomes.
- Lead and utilise the SWTAFE Aboriginal Advisory Committee for guidance.
- Build organisational capacity to deliver culturally inclusive programs and resources.

## **Stakeholder Relationships**

- SWTAFE Executive Leadership team
- Aboriginal Community Controlled Organisations (ACCOs)
- Local Aboriginal Education Consultative Groups (LAECG)
- Victorian Aboriginal Education Association (VAEAI) / Wurreker
- Members of the Organisation's senior leadership team
- The South West TAFE Aboriginal Advisory Committee
- Victorian Department of Education and Training Department of Jobs, Skills, Industry and Regions (DJSIR)
- Office of TAFE Coordination and Delivery (OTCD)
- Australian Skills Quality Authority (ASQA) & The National Skills Commission
- Victorian Registration and Qualifications Authority (VRQA)
- Victorian TAFE Association

## **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## **Key Selection Criteria (Key to Success)**

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Successful candidate will demonstrate the best combination of the following characteristics:

- Proven experience leading effective, student-centred teams.
- Strong capability in managing complex issues.
- Established relationships with First Nations communities, with demonstrated cultural understanding and empathy for issues in First Nations education and training.
- Knowledge of First Nations education funding sources, with experience in budgeting and acquittals.
- Practical experience in First Nations education/training and understanding of relevant government agencies.
- Proven ability to work both autonomously and effectively and collaboratively as part of a team in the provision of student support.
- Proactive, well-organised approach with strong time-management skills and the ability to prioritise multiple tasks and meet deadlines; flexibility essential.
- Highly developed interpersonal, written and verbal communication skills, including confidence engaging with First Nations audiences and liaising with community, industry, staff, and government.
- Competent in Windows, Microsoft Office, internet applications, database systems, and online research.

## **Qualifications and Requirements**

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### *Mandatory requirements*

- This is a designated role under the Special Measures Provision as per the Equal

Opportunity Act 2010. Only Aboriginal and / or Torres Strait Islander Australians are eligible to apply.

- Demonstrate a level of knowledge and understanding of Indigenous Australian Cultures and societies appropriate to the position. This includes lived experience and the issues affecting Indigenous people in contemporary Australian society.
- A relevant Degree or relevant post graduate qualification and experience; or lesser formal qualifications with substantial experience and knowledge of the various aspects of working with Aboriginal and Torres Strait Islander Communities.
- A current Driver's Licence.
- Employee Victorian Working with Children and satisfactory Police Check.

#### *Highly desirable requirements*

- Knowledge of the Victorian TAFE system and the national Vocational Education and Training sector.

#### **Additional Information**

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- SWTAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- SWTAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operational requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	<b>Authority level</b>	<b>Name</b>	<b>Date</b>
<b>Prepared by</b>	Recruiting/Hiring Manager	Susan Pettigrew	16/01/2026
<b>Approved by</b>	Department Executive Manager	Susan Pettigrew	16/01/2026
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Incumbent		