

## STATEMENT OF DUTIES – APRIL 2017

<b>Title</b>	Cultural Awareness Assistant
<b>Number</b>	Generic
<b>Department</b>	Quality & Academic Services
<b>Section</b>	Student Experience
<b>Team</b>	
<b>Supervisor</b>	Aboriginal VET Officer
<b>Award/Agreement</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 2
<b>Employment Conditions</b>	Casual
<b>Location</b>	Statewide

### The Role

The role will provide assistance to the Aboriginal VET Officer(s) to support the delivery of the From Gumnuts to Buttons workshop and/or other Aboriginal cultural awareness program provisions.

### Level of Responsibility/ Direction and Supervision

General direction and supervision is provided by the Aboriginal VET Officer, however the occupant will be required to exercise some discretion for the completion of designated tasks.

The occupant operates under routine supervision and general guidance, and will be required to exercise initiative in prioritising tasks and planning.

### Primary Duties

1. Assist Aboriginal VET Officer(s) in the set up and delivery of cultural awareness programs to student and community groups as required.
2. Liaise with Aboriginal and non-Aboriginal participants to extend and deepen their knowledge of the Tasmanian Aboriginal Community and Aboriginal and Torres Strait Islander culture both traditional and contemporary.
3. Contribute to and assist the Aboriginal VET Officer(s) in discussion during cultural awareness programs to develop participant understanding of relevant protocols when working with Aboriginal agencies and families.
4. Assist with the collation of cultural awareness resources, coordinate meetings, produce documents and maintain the office functions.

5. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

## Selection Criteria

Employment in the State Service is governed by the State Service Act 2000 and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge of the Tasmanian Aboriginal community and Aboriginal and Torres Strait Islander culture both traditional and contemporary.
2. Proven communication skills, including the ability to communicate sensitively and effectively with Aboriginal people, and to liaise with individuals and groups from diverse backgrounds.
3. An understanding of vocational education and training/TasTAFE processes, or the capacity to acquire this knowledge.
4. Demonstrated self-management and coordination skills including the ability to manage competing priorities and work effectively in a team environment.
5. Demonstrated skills of initiative, discretion and sound judgement in the day to day undertaking of tasks for the Aboriginal VET Officer(s) in the delivery of cultural awareness programs.
6. Competent literacy and organisational skills with the ability to deal effectively with a range of audiences from diverse backgrounds.

## Requirements

### Essential

- The Head of the State Service has determined that this position is an Aboriginal and Torres Strait Islander identified position and that it can only be filled by Aboriginal and/or Torres Strait Islander people in accordance with Employment Direction No.10 Aboriginal and Torres Strait Islander Tagged and Identified Positions.
- Current Registration to Work with Vulnerable People  
The **Registration to Work with Vulnerable People Act 2013** requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

**Desirable**     ○ Nil

## Working within TasTAFE

TasTAFE is a Statutory Authority and Tasmania's largest publicly owned registered training organisation. As the highest volume training provider in Tasmania, TasTAFE services the needs of industry, individual VET students as well as year 11 and 12 students in conjunction with the state's network of senior secondary colleges.

TasTAFE plays a vital role in improving the economic performance of Tasmania particularly in participation and productivity levels. The organisation caters for the needs of:

- Tasmanian adults seeking to improve vocational and further education qualifications
- Tasmanian businesses and their employees, including trainees and apprentices
- Tasmanian community groups and networks who support the disadvantaged and disengaged
- Those in rural and remote areas of Tasmania seeking access to VET services.

Employees within TasTAFE are required to:

- Support the establishment and ongoing development of TasTAFE
- Have a good understanding of the organisation's strategic intent and a commitment to TasTAFE's vision, mission and values
- Actively promote and support the achievement of the TasTAFE corporate plan.

## Work Health and Safety

In accordance with the *Work Health and Safety Act 2012* (the Act) all employees, whilst at work, are expected to participate in maintaining safe working conditions and practices, and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instructions given by TasTAFE to ensure compliance with the Act; and cooperate with TasTAFE Work Health and Safety Policies, Procedures and Guidelines.

### **For Managers Only**

The occupant of this position is expected to contribute to TasTAFE's duty of care to comply with the Act by ensuring members of their team(s) adhere to the responsibilities and expectations outlined above; and to be proactive in identifying and managing hazards in the workplace.

Employees specific Work Health and Safety responsibilities and accountabilities are documented in the WHS Accountabilities and Responsibilities by Position Policy located on INFOcus, TasTAFESAFE, Section I – Leadership and Consultation.

## Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or section that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the organisation without permission.

## Working Relationships

This role operates within the context of a connected and networked TasTAFE.

## State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Supervisors are responsible for promoting, and for ensuring all practices within their area follow the principles of WH&S and Managing Diversity, including Equal Employment Opportunity. All employees are expected to promote and uphold the elimination of workplace harassment. Workplace discrimination, bullying or harassment are considered to be breaches of proper standards of conduct and behaviour and are illegal.

State Government workplaces and vehicles are non-smoking environments.

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## Category/funding/restrictions:

**Office use only:**

**APPROVED BY HRM DELEGATE:**



Instrument to Vary Establishment:

Date Duties and Selection Criteria Last Reviewed: April 2017

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