

Aboriginal Sharer of Knowledge

STATEMENT OF DUTIES

JANUARY 2022

Number	Generic
Portfolio	Development and Support
Branch	Inclusion and Cultural Diversity
Section/Unit/School	Aboriginal Education Services
Supervisor	Manager Aboriginal Education
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 7
Employment Conditions	Casual
Location	Statewide

Primary Purpose

The Aboriginal Sharers of Knowledge (ASK) Program provides Tasmanian Government schools with opportunities to have Aboriginal Community members work alongside teachers to deliver learning opportunities, with a focus on the Australian Curriculum cross-curriculum priority.

The ASK Program is coordinated by Aboriginal Education Services (AES) and Aboriginal Sharers of Knowledge collaborate with AES and teachers to design and deliver First Nations learning activities and programs.

Aboriginal Sharers of Knowledge provide high level advice and cultural expertise to the ASK Program.

Level of Responsibility/Direction and Supervision

The occupant is responsible for the delivery of learning opportunities and the provision of cultural expertise and advice.

The occupant is required to be proactive and use initiative, exercise discretion and judgment and work autonomously within established policy and procedural guidelines.

The occupant receives strategic direction and guidance from the supervisor and support and guidance for learning program design and delivery, will be provided by Aboriginal Education Services.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties.

1. Provide cultural expertise and advice to design and deliver First Nations learning activities and programs for schools.
2. Adapt learning activities and programs to meet the needs of a school or group of learners.
3. Provide high level cultural advice to schools with the aim of developing culturally responsive and inclusive learning environments that value Aboriginal learners and Aboriginal culture and actively promote Aboriginal learner engagement and attainment, and support improvements in Closing the Gap priority reforms and targets.
4. Provide high level advice and cultural knowledge to inform Aboriginal Education Services activities as required to support culturally inclusive professional learning and curriculum development.
5. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
6. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

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

1. High level knowledge and demonstrated understanding of the contemporary Tasmanian Aboriginal community and Aboriginal cultures and societies and a demonstrated ability to apply this knowledge to engage with Aboriginal students and their families and school communities.
2. Well-developed knowledge of the Tasmanian public education system and an understanding of issues relevant to Aboriginal learners, with a focus on vocational learning and career education or the ability to quickly acquire such.
3. Proven high level verbal and written communication skills, including the ability to communicate sensitively and effectively, and to collaborate with departmental colleagues and other stakeholders.
4. Demonstrated high level of self-management skills, with the proven ability to plan and organise think critically and solve problems.
5. Demonstrated capacity to exercise a high level of initiative, flexibility, innovation and self-motivation, together with the ability to work both independently and as an effective member of a team, and to set priorities and manage a variable workload to meet specified timeframes.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- 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.

Desirable

- A current driver's licence

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department 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. All employees are expected to act ethically and with integrity in the undertaking of their duties. 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 DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Assistant Director Workforce and Personnel Services
– Jan 2022

Request:

Date Duties and Selection Criteria Last Reviewed: 01/22 VRH
