

Position Description

SEDA Group (SEDA) is a leading provider of hands-on education that delivers senior secondary and post-secondary qualifications that are designed to engage, educate and empower young people as they transition onto employment or further education.

Position title:	National Indigenous Manager
Immediate Manager:	National Development Manager
Status	Full time or Part time available
Term	12-month contract (with view to ongoing)
Location	VIC
PD reviewed date	September 2021

About SEDA GROUP

Established in 2006, SEDA Group (SEDA) is an applied learning education provider, known for successfully developing a model of Senior Secondary Education combining Vocational Education and Training (VET) both inside and outside the classroom. As a national organisation, our hands-on learning environment is unrivalled by any other education provider, as we focus on individual learning and enabling our students to build transferrable skills that will prepare them for a successful future.

Across Australia SEDA partners with over 45 leading national, state and local sport, recreation, building and trade organisations. We are highly regarded for empowering, supporting and believing in young people. Our staff ensure all students learn in a safe and inclusive environment. In addition, our staff and teachers undertake their roles with a commitment to:

- Integrity
We act with transparency, honesty and fairness. We own our decisions and behaviours.
- Innovation
We encourage new thinking, listen to ideas and have an open mind
- Professionalism
We set high standards, give our best and are consistently reliable. We deliver on commitments
- Collaboration
We work in partnership willingly. We share challenges and successes

SEDA Group

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[p 1300 777 332](tel:1300777332)

ABN 80 145 751 962

RTO Provider Number 22503

Purpose of the role

The position of National Indigenous Manager is responsible for leading and implementing the SEDA Group *National Indigenous Strategy*.

The National Indigenous Manager will be an experienced and dynamic leader who is able to work with numerous internal and external stakeholders to achieve operational targets identified in the *National Indigenous Strategy*.

The incumbent will report to the National Development Manager and provide strategic advice to the SEDA Group Executive Team and Board, and licensed colleges.

Primary Responsibilities

Accountabilities	Overview
Strategic Direction	<ul style="list-style-type: none"> Oversee the implementation of SEDA's <i>National Indigenous Strategy</i> Provide strategic advice to the SEDA Group Executive Team and Board Utilise the collective knowledge of the National Indigenous Advisory Group to provide strategic advice and create partnerships to assist SEDA in achieve targets as set out in the <i>National Indigenous Strategy</i>
Cultural Competency and Organisational Development	<ul style="list-style-type: none"> Work closely with the SEDA Group People and Culture Team to identify Cultural Awareness training and other relevant professional development for SEDA Group and licensed college's staff Assist the SEDA Group to implement an Indigenous employment strategy to increase the diversity and number of Indigenous staff at SEDA Assist the SEDA Group develop and implement a Reconciliation Action Plan Assist SEDA Group and licensed colleges in developing marketing material and communications that are culturally appropriate for Indigenous people
Operational Delivery and Leadership	<ul style="list-style-type: none"> Coordinate and implement the National Indigenous Education and Leadership Program including: <ul style="list-style-type: none"> State based leadership and mentoring programs Coordinate and lead an annual national Leadership Camp for all Indigenous students enrolled in SEDA programs across Australia Oversee student pathways to employment and/or higher education via licensed colleges and
Funded Contracts and Scholarship Partnerships	<ul style="list-style-type: none"> Oversee SEDA Group's funding contracts and ensure outcomes are achieved, recorded and appropriately reported Oversee SEDA Group's National Indigenous Manage our scholarship partner relationships and work with partners to increase the number of scholarships available to Indigenous students nationally
Community Engagement	<ul style="list-style-type: none"> Promote the SEDA education model to local Indigenous agencies and communities

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	<ul style="list-style-type: none"> Assist SEDA Group and licensed college's operational staff to connect to local Indigenous agencies and communities in each state to increase the awareness and resources to support Indigenous students in the program
Program Quality and Continual Improvement	<ul style="list-style-type: none"> Implement and oversee program data collection and reporting Implement and oversee program Research and Evaluation with our Scholarship partner Bridging the Gap Foundation and nominated R7E partner
Governance and Partnership Management	<ul style="list-style-type: none"> Convene the National Indigenous Advisory Group meetings and produce timely reports and information Convene regular meetings with key stakeholders in each state and territory Partnership Management. Including: Government, industry, licensed colleges, education and training partners, community partners, corporate and philanthropic partners and industry partners
Communication and Advocacy	<ul style="list-style-type: none"> Reporting to funding bodies as specified Regular communication and updates to stakeholders Work closely with SEDA Marketing Team to create content to promote the outcomes achieved by the National Indigenous Education and Leadership Program Represent SEDA's work in Indigenous affairs nationally at conferences and other networking events
Growth and Development	<ul style="list-style-type: none"> Work closely with National Development Manager to identify and secure resources and partnerships to allow SEDA to achieve outcomes in the SEDA Group <i>National Indigenous Strategy</i>

Key Relationships

Internal	External
National Development Manager	National Indigenous Advisory Group
National Partnership Manager	Licensed SEDA Colleges
Marketing and Communications Team	SEDA Scholarship Partners
Finance Team	SEDA Industry Partners
Teaching staff	Indigenous Partner organizations
	Government Funding Agencies

Skills, Knowledge and Experience

- Tertiary qualifications are highly recommended in Education, Community Development or related field
- Experience in achieving outcomes in Indigenous education, employment and mentoring programs

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- Experience in implementing organisational strategy and change leadership
- Experience in course design and delivery of staff training
- Strong interpersonal skills and demonstrated ability to create networks and stakeholder management in order to achieve operational targets
- Strong organisational, planning and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Experience in contract management
- Focus on quality outcomes and continual improvement
- Proficiency using Microsoft Office programs

Other Requirements

- Conditions of engagement including probation, health and character checks (including police records check and working with Children Check) will apply to this position.
- To be eligible for engagement, you must have Australian or New Zealand citizenship or permanent residency status.
- Applicants need to meet the selection criteria outlined in SEDA Group's Skills First contract and may be required to complete a 'Fit and proper person declaration form' to be eligible for engagement.
- The role is based in Head office in Hawthorn East, however interstate travel will be required throughout the year to manage key industry partnerships and promotional initiatives in designated state and territory regions.

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above
Position Description and agree to carry out the duties listed in my position description.

Signed Date

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