



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

<b>Position title</b>	<i>Workforce Development Officer</i>
<b>Position Number</b>	<i>P2088</i>
<b>Employment status</b>	<i>Full time</i>
<b>Department</b>	People and Culture
<b>Location</b>	Head Office, 39 Archer Street Mooroopna
<b>Position reports to</b>	Workforce Development Manager
<b>Award</b>	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
<b>Classification</b>	<i>ACCHS Award: Grade 6 Level 1 – 4 (negotiable depending on qualifications and experience)</i>

## ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Aging and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$30+ million and a workforce of approximately 300+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.

## ROLE PURPOSE

The Workforce Development Officer (WDO) will be responsible for implementing and managing learning and development programs that support the professional growth of Aboriginal employees and community members according to the Rumbalara Aboriginal Cooperative (RAC) Strategic Plan. This rewarding role involves supporting culturally relevant training programs, facilitating workshops, and ensuring that learning initiatives align with both organisational goals and community values. The WDO will be responsible for helping to implement strategies to ensure the success of staff currently undertaking study, traineeships or apprenticeships with a goal to engage, motivate, mentor and support staff regarding their chosen career development choices. You will work closely with community members, local businesses, and educational institutions to support workforce development programs that align with the cultural values and aspirations of Aboriginal people. Under the direction of the Workforce Development Manager and Executive Manager of People and Culture, this position is a valued key role, helping to achieve RAC's community service goals as part of a supportive team.

## KEY SELECTION CRITERIA

### Qualifications and Registrations:

- Qualification and/or equivalent experience in Training & Development, Administration, Education, Health & Wellbeing, Event Planning or other relevant subject areas.

### Knowledge and skills:

- Knowledge of Aboriginal Cultural Practices and Community ways of working, and the ability to implement safe and accessible training activities to both Aboriginal and non-Aboriginal staff and the commitment to attend and support Cultural Competency and Anti Racism Training as required.
- Experience in planning and implementing workforce development and training activities either in an educational or community setting will be looked favourably on.
- Experience working in a service delivery setting with Aboriginal and Torres Strait Islander (preferred) or culturally and linguistically diverse communities.
- Strong interpersonal skills with a high level of emotional intelligence, showing openness, empathy, and understanding towards team members, community members, stakeholders, and external partners.
- Effective, non-judgmental listening skills, with the ability to genuinely understand and respond to the feelings and perspectives of others in a supportive and respectful manner.
- Experience in event planning and management will be looked favourably on.
- Proven ability to demonstrate resilience, thoughtful problem-solving, and independent thinking, while working towards goals and navigating challenges effectively.
- Skilled in professional writing and verbal communication, with a strong focus on accuracy and attention to detail.
- Ability to work collaboratively and harmoniously as part of a team, valuing and respecting the contributions of all team members.

## KEY RESPONSIBILITIES

### Coordination – Workforce Development

- Coordinate and deliver training sessions, workshops, and seminars on various topics, including professional skills, leadership, Cultural Awareness, First Aid and personal development.
- Assist in reviewing current learning programs, suggesting improvements, and supporting the implementation of approved changes to enhance effectiveness.
- Evaluate current and future training programs for Cultural Safety by seeking consultation, feedback, and guidance from the community.
- Modify and improve programs based on evaluation results and changing needs. Ability to design and deliver engaging and impactful training programs.

- Provide one-on-one coaching, career counselling and mentorship to individuals seeking career advancement and professional development.
- Assist and advocate for employees and community members in setting and achieving personal and career goals.
- Contribute to the development and enhancement of the organisation's employment services and training strategies by collaborating with teams, management, and external organisations to achieve successful outcomes.
- Promote student and staff success by applying research and best practices and engage with industry partners and stakeholders to provide guidance and support.

#### **People & Performance**

- Commitment to the empowerment and professional development of Aboriginal people and those who support them with a Culturally sensitive and respectful approach.
- Ensure that all records and communications related to professional development and training are maintained accurately and efficiently and kept up to date.
- The role supports the health, safety, and well-being of all employees and visitors by identifying and reporting risks, hazards, and incidents, and staying informed about emergency procedures.
- The role helps foster a positive and inclusive organisational and team environment that respects and supports cultural values, equality, and diversity.

#### **Stakeholder & Community Engagement**

- Build and sustain meaningful partnerships and networks with Community and external stakeholders to support the development of future Aboriginal workforce talent and address the organisation's staffing needs.
- Support the planning and organisation of Workforce Development events, actively participating in community meetings and functions to ensure a visible and engaged presence.

#### **Finance, Quality & Compliance**

- Carry out responsibilities in accordance with the organisation's policies and procedures, contributing to the achievement of the organisation's strategic goals and objectives.
- Exercise financial responsibilities in line with organisational policies and delegations, ensuring resources are used and managed appropriately.

#### **Technical Capabilities**

- Ensure that all administration and communication related to professional development and training are accurately recorded and managed efficiently, using strong computer skills, including word processing, internet, and email.
- Stay current with industry trends, best practices, and emerging technologies in learning and development.
- Pursue professional development opportunities to address any identified gaps in the role's technical skills and capabilities.

#### **Behavioural Capabilities**

- Always act to safeguard the rights of staff and stakeholders, including respecting cultural values, maintaining confidentiality and privacy, and honouring individual choice and decision-making.
- Show a strong commitment to the Co-operative's values and behaviours by serving the community, working collaboratively, acting with integrity, and respecting others, as outlined in the Co-operative's Strategic Plan.
- Provide proactive support and actively engage with stakeholders and the broader community to strengthen relationships and mutual understanding.
- Build and sustain positive relationships with clients, community members, and Rumbalara staff and team members, fostering a sense of connection and respect.

#### **Administrative Capabilities**

- Attend staff meetings to stay informed and engaged with the team's activities and goals.
- Submit timesheets and claim forms accurately and promptly, as required.
- Participate in training programs organized by Rumbalara and other opportunities to enhance and update your skills.
- Complete and submit all statistical data, record-keeping, and other documentation on time.
- Other related duties as directed by your Manager.

## EMPLOYMENT CONDITIONS

- Have a current National Police Check
- Hold Valid Driver's License, without restriction
- Hold current Employee Working with Children's Check
- Covid Vaccination Certificate showing three vaccinations at minimum
- All staff are required to sign a confidentiality agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at RAC will be tied to existing contracted funding arrangements

**In accepting this position, I hereby acknowledge and agree to the role and responsibilities as set out in the Position Description.**

Accepted

Date:

Employee name:

Employee signature: