Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Senior Project Officer: Aboriginal and Torres Strait Islander Education (ABORIGINAL AND TORRES STRAIT ISLANDER IDENTIFIED)</th>
<th>Position No.:</th>
<th>CR20</th>
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<tbody>
<tr>
<td>Business Unit:</td>
<td>Curriculum</td>
<td>Classification:</td>
<td>P3</td>
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<td>Reports to:</td>
<td>Manager, Curriculum</td>
<td>Duration of Contract:</td>
<td>2 year Fixed Term Contract (possible further 1 year extension)</td>
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<tr>
<td>Location:</td>
<td>Sydney CBD</td>
<td>FTE:</td>
<td>1.0</td>
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Position Overview

The primary purpose of this position is to provide curriculum expertise in Aboriginal and Torres Strait Islander education complemented by leadership and management of specific projects that contribute to the development of the Australian Curriculum.

This includes establishing consultative networks, managing consultation, managing the work of writers appointed to draft and revise curriculum documents, monitoring implementation, evaluating curriculum, and providing strategic advice to senior management.

Core accountabilities

1. Comply with and promote WHS practices, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA’s policies including those relating to equity, diversity and sustainability in addition to ACARA’s Values and Code of Conduct
3. Participate in and promote the performance and recognition program, including setting objectives, tracking objectives and appraising outcomes
4. Work collaboratively within the business unit and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position relate to Aboriginal and Torres Strait Islander Education and include:

1. Managing the design, development, implementation support and monitoring and evaluation of discrete F-12 curriculum projects, including reviewing and editing draft documents
2. Liaising with stakeholders in relation to curriculum development, assessment and related issues
3. Supervising of and liaising with curriculum writers, other contractors and advisory panels
4. Conducting research on curriculum and assessment policies and practices
5. Providing support to managers and the executive on a range of issues in relation to curriculum projects including preparation of reports, briefings and advice and executive support to advisory groups
6. Organising and participating in national curriculum forums and workshops, including presentation of information about the Australian Curriculum to a range of audiences
7. Contributing to higher effectiveness levels for the team by identifying, developing, and maintaining an appropriate network of internal and external contacts
8. Ensuring that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programs and services

9. Undertaking other duties related to curriculum initiatives and priorities as required.

Skills, Experience and Knowledge (Key Selection Criteria)

Important Notes:

The filling of this employment opportunity is intended to constitute a special measure under subsection 8(1) of the Racial Discrimination Act 1975. To satisfy this criterion, confirmation of Aboriginal or Torres Strait Islander heritage is a requirement and thus candidates are advised to provide evidence of;

- Being of Aboriginal descent
- Identifying as an Aboriginal person
- Being accepted by the Aboriginal community as an Aboriginal person.

For further information on how to obtain a ‘letter of confirmation’ please visit: http://www.aiatsis.gov.au/fhu/aboriginality.html

In addition to the above requirements, to be considered for this role candidates must be able to demonstrate they have:

1. Detailed knowledge of and expertise in contemporary F-12 curriculum and assessment developments in Aboriginal and Torres Strait Islander Education and in general education, including general capabilities and cross-curriculum priorities

2. An understanding of the contemporary issues facing Aboriginal and Torres Strait Islander people and the impacts these issues have on Aboriginal and Torres Strait Islander societies and cultures

3. A demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander individuals and communities

4. Strong organisational capability along with demonstrated project management and consultative skills including the ability to deal with wide-ranging and complex issues within tight timeframes to required quality

5. Strong networking, liaison and representation skills and the ability to interact effectively with key stakeholders, drawing on high level interpersonal, written and oral communication skills

6. High level conceptual and analytical skills, including the ability to undertake research, prepare reports and provide strategic advice to senior management

7. A strong understanding and application of education and policy reform initiatives within the national education landscape specifically as it relates to Aboriginal and Torres Strait Islander Education.

Dimensions of the role

<table>
<thead>
<tr>
<th>Number of direct reports-</th>
<th>Nil</th>
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<tbody>
<tr>
<td>Number of direct and indirect reports-</td>
<td>Writing teams of up to 10 people</td>
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<tr>
<td>Financial delegations-</td>
<td>Nil</td>
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<td>HR Delegations-</td>
<td>Nil</td>
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### Important Relationships

**Internal:**
- General Manager, Curriculum
- Senior/Managers, Curriculum
- Other Senior Project Officers
- Senior/Support Officers

**External:**
- Curriculum writers and advisory panels
- Representatives from educational authorities and associations, and government agencies from state and federal jurisdictions
- A range of other stakeholders relevant to specific projects

### General Manager / CEO Approval

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<th>Name</th>
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<td>Signature</td>
<td>Date:</td>
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Curriculum
(ABORIGINAL AND TORRES STRAIT ISLANDER IDENTIFIED)
CR20

Position Description
Revision No. 4

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