

JOB DESCRIPTION

Position	Higher Education Tutor	Division	Community Services
Reports	Yolngu Mentors	Award	Educational Services (Post-Secondary Education) Award 2020
Job Type	Permanent 38 hours per week	Duration	Commencing October 2020
Salary	\$80000 plus 7 weeks recreation leave and 11.5% Superannuation	Location	Various East Arnhem Land
Contact	Nima Lou (08) 8944 6411 or Nima.Lou@alpa.asn.au		
Website Information	http://www.alpa.asn.au		
Format of Applications	Applications must be limited to a one-page application letter and an attached resume that should include relevant work history and contact details for two nominated referees including where possible your current supervisor.		

Primary Objective: Under the direction of the Higher Education Manager and whilst empowering Yolngu mentors, deliver academic language, digital literacy, and academic skills support to Yolngu students to improve their quality of life by enabling their access to Vocational and Tertiary education pathways and qualifications.

Key Accountabilities and Responsibilities:

1. Apply a broad range of communication styles and teaching methods to the flexible delivery of education to reduce the barriers to ongoing participation in higher education.
2. Develop resources to support student learning with a specific focus on academic language, digital literacy, and academic skills.
3. Build and maintain relationships with the Mentors, and assist them to obtain the development, equipment, and consumables required for them to guide students in a safe and supported environment.
4. Provide the Higher Education Manager with all required reports, timetables, and enrolment information accurately and on time.
5. Provide physical and administration support to the Higher Education Hub including preparation, cleaning, equipment preparation, consumables preparation, activity briefings, stock control, purchasing, logistics, rostering, maintenance, and coordination.
6. Work with Mentors and key stakeholders to maximise participant attendance by identifying and addressing barriers to participation.
7. As directed, participate in site meetings, training, and community forums.
8. Be a champion of the ALPA values and demonstrate a commitment to work health and safety.

To Apply You Need to Demonstrate

1. Recent experience in the delivery of adult education in an adult VET or Tertiary level setting.
2. Undergraduate level qualifications (Bachelor's) in a relevant field.
3. Experience managing a work environment where duties included site preparation, managing equipment, ordering stock, and developing staff skills.
4. Experience in adhering to and reporting on key performance indicators.
5. Intermediate skills in the Microsoft Office Suite.
6. Highly effective interpersonal skills including proficient written and oral communication skills that can be adapted to meet the needs of people from all education levels, language abilities, and ethnic origin.
7. The capacity to link daily activities to the ALPA values and mission.
8. An ability to obtain and maintain an NT driving license.

Desirable:

1. Experience simultaneously living and working in a remote setting.
2. Post Graduate qualifications in Education.
3. Experience working with Aboriginal people in a remote environment.
4. Prior experience working in the Northern Territory.

Liam Flanagan

Approved: 9 October 2020

Liam Flanagan, GM Community Services

Notes:

This position is based in a Remote Aboriginal Community with limited access to transport services, health care, and accommodation. Accommodation is likely to be shared.

This position may require incidental travel between remote communities and that travel may be by vehicle, small plane, or barge.