

GUNDJEIHMI

ABORIGINAL CORPORATION



POSITION DESCRIPTION

Head of College

Djibidjidbi Residential College

The Gundjeihmi Aboriginal Corporation is developing a new system of education, learning and development for Bininj (Aboriginal) children and young people in the Kakadu / West Arnhem Land region. The newly constructed Djibidjidbi residential college is part of a 10-year socioeconomic plan and builds on important initiatives by the GAC over the past four years. It responds to the community request to improve education and to improve school enrolment, engagement and attendance (by having Bininj students reside in Jabiru to provide easier access to schooling and to better support their learning). Through mining royalties, families have funded and are completing construction of a residential college for Mirarr (and closely associated relatives) school aged children.

Over the next five years the operations of the College will be integrated within a new education and learning platform for local Bininj children. The aims of the Residential College will be to: -

- Improve access for Bininj students to schooling by providing residential accommodation for those who wish to live in Jabiru;
- With the Learning and Effectiveness Team at GAC, lead innovation in education in the Northern Territory by fostering an educational environment that is driven by Indigenous knowledge systems, is suitable to all students and complies with national standards across the curriculum;
- Provide and support talented, qualified and experienced teachers and educators to assist Bininj students with after school tuition and other structured extra-curricular programs;
- Work with educators and Bininj families to actively facilitate the development of an Indigenous Learning Framework for the delivery of curriculum to students; and
- Offer effective and efficient use of resources through a cooperative approach to community needs.

About GAC

The Gundjeihmi Aboriginal Corporation (GAC) works and operates in the beautiful surrounds of Kakadu National Park. The GAC was formed by the local traditional custodians, the Mirarr, to address the cultural, social and economic future of their people, their land and their region. This position has been created to extend the visionary work of the organisation which is addressing the future for the children, families and lands of local Indigenous peoples.

The GAC is committed to putting into place physical, intellectual, and financial structures, that will safeguard and stabilise the cultural and economic future of the Mirarr people and other local Bininj. These structures fall under six categories: -

- ensuring long-term beneficial health and housing outcomes;
- protecting the culture (physical and spiritual) of the clan and its neighbours;
- protecting traditional Mirarr country;
- ensuring Bininj control of Bininj lives and country, with robust and transparent good governance;
- developing sustainable incomes and businesses for future generations; and
- developing culturally appropriate frameworks around the education, training and employment of Bininj in the Kakadu / West Arnhem region.

Djidbidjidbi Residential College is part of a complete education, learning and development framework reform that the GAC is implementing to improve the lives and futures of Bininj.

Job Description

The Djidbidjidbi Head of College will play a critical role in ensuring that the vision of the Gundjeihmi Aboriginal Corporation to “improve Indigenous education” is realised. He or she will work closely with the senior management and Learning and Effectiveness Team to develop and implement the groundbreaking learning and systems reforms towards which that GAC is working.

This initiative requires a candidate who is innovative, seeks excellence, has a strong education background, and has demonstrated experience working closely with Indigenous families and organisations. They must have excellent communication and cross-cultural skills, management experience appropriate to the role and excellent organisational ability. They must also have vision and the ability to listen, amplify and honour the vision of those around them.

The Head of College will be responsible for overall management of a residential facility for up to 26 students and 9 permanent staff and casual staff.

The Head of College must demonstrate an ability to provide leadership that facilitates effective delivery of whole-of-school programs and services that support the inclusion of all students from various community and socio-economic backgrounds.

The Head of College will be instrumental in ensuring that the educational aspirations of students who reside (24 hours a day, 7 days a week) at the Residential College are recognised and that every avenue for the realisation of potential is explored.

The Head of College will be responsible for the wellbeing of students while they are under the care of the Residential College.

The Head of College will provide leadership to all students, teaching staff and student support workers associated with the education of the students residing at the College.

The Head of College is responsible for the performance monitoring of all staff, the financial and budgetary concerns of the College and the provision of a safe, nurturing culturally focussed and productive learning environment for students living away from home.

The Head of College will provide Leadership in Education, Learning and Wellbeing to ensure: -

- The safety of all Students, at or above the best practice standards of the Northern Territory Department of Education;
- That Indigenous families are connected to and comfortable with the environment and procedures of the College and an integral part of its ongoing operations;
- Ongoing investigation and cultivation of programs and procedures that will enhance and support the educational aspirations of residential students, their families and communities;
- The understanding and development of individual needs of students in the domains of learning, creativity, wellbeing, social relations, culture and cognition;
- A commitment to holistic program development and delivery, guided by Indigenous knowledge systems and national curriculum standards;
- A culturally sensitive, socially just and ethical environment for all staff, 24hrs a day, 7 days a week;
- Pro-active leadership of all teaching, professional staff and student support workers, ensuring a residential community environment that provides quality educational outcomes, positive and safe pastoral support, and a community connected environment for those attending the college;
- A high-expectation management style that is flexible and sensitive to the changing needs of students and staff;

- Active participation in the ongoing professional development and training needs of all staff involved with residing students;
- Investigation and facilitation of positive partnerships with West Arnhem College Jabiru Campus and the wider community in general;
- Encouragement of partnerships with government and non-government agencies that supports the students residing at the College and the families and communities from which they come;
- Sound fiscal management of budget resources in meeting or surpassing daily operational requirements and maintaining the educational outcomes of the college;
- Initiating, developing, maintaining and promoting effective multi-agency and multi-disciplinary networks that deliver a coordinated, holistic response to the complex social, emotional and educational issues affecting the diverse group of students residing at the College;
- Collaborative and innovative working relationship with the Learning and Effectiveness Team for the GAC, and a commitment to implementing strategic reform so that the Boarding House operates as part of a whole system of effective learning, development and wellbeing within the emerging framework for the GAC;
- Provision of strategic policy advice to the Executive Officer of the GAC and the Board of Directors of the GAC, including reporting and advice on a broad range of issues pertaining to the engagement, retention and achievement of students; and
- Preparation of correspondence, submissions and reports on any or all related activities of the College as requested by the Executive Officer.

KEY RESPONSIBILITIES

Organisational

- Oversee the daily operations of the Residential College
- Develop and implement Residential College procedures, policies and practices
- Take responsibility for all students in the care of the DRC
- Facilitate a strong and harmonious work and residential environment for students and staff
- Support and liaise with families and students to ensure transparency and accountability is evident in all operations of the DRC
- Develop and foster ongoing relationships with students' families and senior community members and ensure that a Bininj cultural perspective and Bininj learning systems inform the environment and culture of the DRC
- Manage and support staff to deliver high quality services to children and families, and maintain their professional development
- Create, actively monitor and respond to individual student case profiles that track the progress of students against a variety of key markers including social and emotional well-being, educational outcomes, employment aspirations and cultural well-being
- Coordinate annual planning
- Assist the Executive Officer of the GAC with applications for potential funding
- Coordinate media and communication strategies with the Executive Officer and relevant GAC staff and consultants
- Coordinate contract management, including the oversight, support and actions regarding project work undertaken by all staff, external consultants or sub-contractors
- Meet with and foster strong relationships with relevant Government and Non-Government organisations as required
- Liaise with and promote the operations of DRC to potential donors and key stakeholders
- Other tasks as directed by the Executive Officer

Cultural Brokerage & Liaison

- Ensure DRC is a place that encourages the healthy involvement of parents and families in all aspects of the social, emotional, cultural and learning environment of the students
- Work together with Mirarr and the Board of Directors to strengthen the central importance of Bininj languages, culture and learning systems
- Ensure DRC is representing the needs of the Bininj families and students by regular consultation

Finance

- Prepare budgets (for approval by the Executive Officer and GAC Board of Directors) in consultation with staff, the Executive Officer and the College Advisory Board
- Management of college funds in accordance with budgets
- Ensure all financial procedures and policies are in place for procurements, wages, and other financial management

Human Resources

- Oversee recruitment and selection; induction, training, and appraisal of all staff of DRC
- Development and implementation of a workforce strategy to ensure a sustainable high quality workforce at the scale required
- Oversee and manage staff performance

- Develop and implement policies and procedures for staff management, recruitment, complaints, standards, and OH&S

Facilities/Asset Management

- Manage all facility projects, including conducting negotiations with external contractors and ensuring that college maintenance is performed in a timely manner in compliance with applicable regulations and legislative requirements
- Maintain an asset register for DRC and ensuring that register is updated annually

Administration

- Develop the strategic direction of the DRC with the Executive Officer the Board of Directors and ensure adequate administrative support is provided for DRC operations in accordance with Board Policy.
- Ensure GAC and DRC Policies and Procedures are understood and in practice.
- Manage the corporate information system within the College including IT systems, financial and human resource systems.

Proven Capabilities:

- Demonstrated understanding of the needs of the child and the role of the family in achieving high quality educational outcomes
- Demonstrated capacity to provide leadership and achieve quality learning outcomes that develop the whole person – academically, socially, emotionally, spiritually, physically and culturally.
- Demonstrated intercultural communication skills and successful management of organisations, programs and initiatives owned and driven by and/or focussed on the development of culturally diverse communities.
- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships with a diverse range of people within and outside the Residential College.
- Capacity to use strategic thinking, leadership, analytical skills and professional aptitudes that will influence the educational and life-skills development agenda of all residential students, despite their educational capabilities and personal life history.
- Capacity to effectively manage, human, financial and physical resources to deliver high quality organisational, educational, and social and community based outcomes.
- Capacity to manage a multi disciplinary approach within an environment of competing and ever changing priorities, with the ability to identify the best response needed for each individual student’s differing needs.
- Capacity to develop and implement highly efficient and effective individually tailored student support programs and services that caters for differing levels of support that reflects best-practice, and includes a strong family engagement
- Demonstrated understanding and capacity to develop a culture of operations that is founded on and upholds an ethical framework and provide leadership and professional development for all staff under the same framework.
- Participate as guardian to all students in meetings as required and to sometimes initiate, develop, maintain and promote effective multi-agency and multi disciplinary networks that co-ordinate a holistic response to complex educational, personal and educational needs of all residential students and their families and communities.

Djidbidjidbi Residential College

Job Description

Job Title:	Head of College (HOC)
Responsible to:	Executive Officer, GAC
Primary Objectives:	To lead and manage the daily operations and administration of the Djidbidjidbi Residential College (DRC)

The Head of College will lead the groundbreaking Indigenous owned Djidbidjidbi Residential College (DRC), focussed on educational and social reform that will directly influence the future of the student residents and their community. The Head of College will oversee the daily operations and administration of the DRC and work with residents' families and educators to improve and enhance the engagement, participation and outcomes of student residents in their education. The Head of College will facilitate the development of an Indigenous Learning Framework, centred on Indigenous culture and learning systems whilst maintaining curriculum outcomes that comply with national standards. The Head of College will work with the Board of Directors, the Executive Officer and the Learning and Effectiveness Team, in the continued organisational focus on improving the educational, social and future wellbeing of Bininj students and their families.

Selection criteria

1. Experience in managing educational and learning environments catering to Indigenous students and their families; or equivalent experience in managing Indigenous or culturally diverse organisations catering to youth and their families; or experience in running a residential boarding facility for students
2. Excellent inter-cultural skills and an ability to listen and amplify the voice and vision of local people
3. Understanding of cultural practices that support strong families and people
4. Extensive experience in the education or social services sector, preferably in the delivery of services for Indigenous young people
5. Ability to build and lead a team of quality and committed staff
6. An ability to lead an inclusive, culturally focussed, safe and respectful work environment
7. Excellent interpersonal and communication skills
8. Experience in managing budgets and preparing submission

9. Experience in high level reporting and meeting required timelines
10. Experience in monitoring, evaluation and date management
11. Excellent strategic thinker and problem solver
12. Experience in developing procedures and policies and managing risk
13. A commitment to confidentiality
14. Ability to work flexible hours and undertake bush trips
15. Drivers licence

Desirable

1. Knowledge of and/or links with Bininj people
2. LR Bus license

Further information may be obtained from Deborah on 08 8979 2200 or email Deborah@mirarr.net

Applicants must address the selection criteria and nominate at least two referees who are familiar with recent work and related abilities.

Applications should be addressed to Justin O'Brien, Executive Officer, Gundjeihmi Aboriginal Corporation.