

## Role Statement

Role:	RISE (Redefining Indigenous Success in Education) Manager
Reports to:	Head of Programs & Policy
Direct Reports:	Community Engagement Facilitator x 2
Works With:	Monitoring & Evaluation Manager, National High School Program Manager
Employment Status:	Full-time
Location:	Sydney

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## Position Purpose

This role will manage the development, implementation, and ongoing delivery of the Redefining Indigenous Success in Education (RISE) project.

RISE will redefine Indigenous success in education and help shape the future of Australia's education system. It will generate unprecedented evidence about what works in Indigenous education through the delivery and evaluation of programs that enable Aboriginal and Torres Strait Islander high school students to define and pursue their version of success.

While there is a research aspect to RISE, at its core the initiative is about supporting and encouraging Aboriginal and Torres Strait School students to define and pursue their version of success. Throughout this process, the Policy and Programs team will be regularly engaging with around 1,000 Aboriginal and Torres Strait Islander high school students to understand the best ways to encourage their educational outcomes with academic, cultural and wellbeing support.

Success measures in this role include:

- RISE Project fidelity and alignment with Indigenous perspectives
  - Stakeholder feedback, including students, their families and partner schools
  - Team dynamics, feedback from internal stakeholders and direct reports
  - Project outcomes
  - Managing and mitigating risks within the RISE project
  - Financial performance
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## Responsibilities & Key Activities

### Project Management

- In consultation with the Head of Policy and Programs, develop the annual operating plan for RISE.
- Oversee day-to-day operations, promoting quality and effective programming in line with the project logic, operation plan, implementation schedules, and monitoring and evaluation framework.
- Build and maintain relationships with project stakeholders, including through establishing formal partnerships with schools and communities.

- Maintain quality of data collection processes and incorporate evaluation insights to support staff development and continuous program improvement.
- Monitor and report on RISE project finances.
- Provide RISE Project information for fundraising and other purposes, as required.
- Develop, document and implement RISE policies and procedures, and manage risk and compliance.
- Take a proactive approach to all workplace health and safety, risk management and child safety matters.
- Oversee the content and implementation of the RISE Project curriculum.

### Risk Management

- Maintenance of Risk Register
- Compliance with statutory and legislative activities and reporting
- Stakeholder relationship management
- Work with People & Culture Manager to support the effective functioning of WHS procedures relating to operations such as incident reporting, inspections, corrective action and hazard identification.
- Work with People & Culture Manager to support internal staff and external advisors to maintain Aurora's Workplace Health & Safety plan, in accordance with organisation and legislative requirements.

### Operations Strategy and Planning

- Implement operational planning and implementation -Aurora Strategic Plan
- Design solutions aligned to the Aurora Strategic Plan
- Design and support project logistics
- Guide change management relating to operations activities
- Reporting to Executive and/or Board

### General Management

- Develop and Manage RISE Project Budget
- Development, support and performance management of direct team
- Measure effectiveness of RISE project functions
- Staff training in relevant operations processes and systems
- Support of grant application and reporting processes
- Working with People & Culture Manager with onboarding and induction of team members

### Stakeholder Engagement & External Relations

- Identify relevant stakeholders critical to RISE Project success and ensure strong working relationships.
- Work with the Project team to enhance stakeholder management practices.
- Work closely with the Monitoring and Evaluation team to ensure data-driven decision making and continuous improvement
- Coordinate all external communications for the Project to ensure consistency of messaging and branding.
- In consultation with the Development team, oversee and coordinate the Project's public relations and promotion. This includes writing copy for the website and social media channels, development of promotional materials, presentations, and articles.

### Cultural Safety

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
  - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
  - Actively reflecting critically on the potential for one's own unconscious bias;
  - Continuously supporting reform (internally and externally) to ensure procedures, process and project practices are culturally safe.

## Child Safety / Working with Vulnerable People

- Comply with Aurora's child safety policy, code of conduct and procedures
- Maintain confidentiality around data and information relating to the children and young people participating in our programs.
- Provide an environment where all children and young people are valued and feel safe
- Support a trauma-informed approach to the delivery of RISE
- Ensure children, young people and their families know their rights and how to access the complaints procedures available to them
- Provide adequate care and supervision of children and young people in your charge.
- Maintain positive and safe interactions with children and young people.
- Act as a positive role model for children and young people.
- Report any child safety concerns, allegations or disclosures

## Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational reporting and team planning initiatives.
- Contribute to the smooth running of the office by undertaking general administrative duties, as requested.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

## Selection Criteria

- To be an Aboriginal and/or Torres Strait Islander person
- A demonstrated understanding of Indigenous lived experiences, cultures and organisations
- Experience in project and operations management, including managing budgets, staff and teams, stakeholders, risk, and competing deadlines to meet strategic objectives
- Ability to demonstrate a very high level of organisational and logistical skills
- Competent in measuring and evaluating success in project operations and ensuring a commitment to data-driven decision making
- High level written and verbal communication skills, including written processes and report writing
- Experience working with a diverse range of internal and external stakeholders to achieve shared goals, including Indigenous people, stakeholders and organisations
- Competent at engaging with IT and CRM systems, including experience working with MS 365, SharePoint and Dynamics preferred

## Other Requirements

- Willingness to obtain a Working with Children Check
- Satisfactory national police check