

## **ROLE DESCRIPTION**

**Role:** Subject Matter Expert (SME) Manager

**Line Manager:** Head of Policy and Programs

**Team:** Policy and Programs

**Number of reports:** N/A

**Employment status options:** Full-time

**Location options:** Gadigal Country (Sydney Office) - Hybrid

**Indigenous Identified:** Yes

### **What is my main purpose in this role?**

- Your role will be a crucial resource within Aurora, providing deep knowledge and expertise to operate and improve the programs. Your insights and guidance will be instrumental in informing decision-making, driving innovation, and ensuring the quality of our programs.
- The SME will collaborate with cross-functional teams to solve complex problems, develop best practices, and contribute to the organisation's overall success.

### **What does success look like in this role?**

- Collaboration across teams to improve programs.
- Programs with improved practices and processes.
- Increased engagement of communities, families, schools, and students.

### **What are my key responsibilities?**

- **Knowledge Leadership**
  - Serve as the primary source of expertise, staying abreast of the latest trends, developments, and best practices in relationship with our programs.
  - Provide guidance and insights to internal teams on community, programmatic, technical, regulatory, or industry-specific matters, helping to inform strategic decisions and initiatives.
  - Conduct research, analyse data, and prepare briefs, reports or presentations to share findings and recommendations with internal and external stakeholders in relation to Policy and Programs.
- **Consultation and Collaboration**
  - Collaborate with cross-functional teams to address complex challenges or opportunities, offering specialised knowledge and perspective.

- Lead brainstorming sessions, workshops, and problem-solving activities to develop innovative solutions and approaches to support Aurora's Policy and Program initiatives.
  - Work closely with Aurora's Programs to align Pathways opportunities for students in later years, including university visits, internships, and mentoring opportunities.
  - Manage a range of casual staff and external providers to develop materials to support the delivery and implementation and dissemination of Policy and Program activities and insights. Act as a trusted advisor to stakeholders, offering mentorship and support as needed.
  - Represent Aurora at external events when required.
- **Training and Development**
    - Develop and deliver training programs, workshops, processes or materials to educate internal teams and influence external stakeholders on key concepts, technologies, or methodologies within program areas.
    - Provide coaching and mentorship to team members to enhance their understanding and proficiency in relevant subject matter areas and program implementation.
    - Stay attuned to the organisation's learning needs and recommend strategies for continuous skill development and knowledge enhancement.
- **Quality Assurance and Compliance**
    - Review and evaluate products, services, or processes to ensure alignment with industry standards, regulatory requirements, and best practices.
    - Identify opportunities for improvement and recommend changes or enhancements to enhance quality, efficiency, and effectiveness.
    - Collaborate with compliance and quality assurance teams to address any issues or discrepancies and implement corrective actions as needed.
    - Stay ahead of emerging trends and technologies, exploring opportunities for innovation and differentiation within your area of expertise.
    - Champion a culture of continuous learning, creativity, and experimentation within the organisation.

*Aurora values the contribution of each team member's unique skills and expertise toward achieving its objectives. The organisation is committed to supporting employees in identifying opportunities for growth and improvement, sharing their insights, and adding value wherever they can.*

*Aurora is an EEO employer that welcomes applications from people who have a disability, are LGBTIQA+, and people of culturally diverse backgrounds.*

## **Other requirements of the job.**

### **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, processes and program practices are culturally safe.

### **Child Safety / Working with Vulnerable People**

- Maintain the National Child Safety, Code of Conduct and Procedure.
- Work with internal staff and external advisors to provide internal training and advice on child safety matters.
- Role model the required behaviours including:
- Providing a welcoming and safe environment for children and young people.
- Promoting the safety and well-being of children and young people associated with the program.
- Interacting with children and young people in ways that are positive and safe.
- If required, provide adequate care and supervision of children and young people associated with the program.
- Acting as a positive role model for children and young people.
- Report to an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.
- Manage reports of any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

### **Organisational Participation**

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

## What will make me successful in this role?

- **Purpose and values**

- To align with our vision that supports Aboriginal and Torres Strait Islander students to realise their full education and employment potential.
- To uphold our core values of respect, collaboration, accountability, and impact.
- To promote cultural, psychological, and child safety, and encourage an inclusive and supportive environment.
- To be a leader who prioritizes purpose and people, and is dedicated to achieving excellence, promoting well-being, and fostering personal and professional growth.

- **Experience**

- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families. Provide regular reporting as required.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- A strong eye for detail and task orientation.
- An aptitude to work towards multiple deadlines in a calm and measured manner.
- Strong verbal communication and interpersonal skills, with an ability to collaborate across teams.
- Well-developed written communication capabilities.
- Ability to balance taking direction and exercising initiative.
- Bachelor's degree in education, project management, or a related field or equivalent experience.
- 5+ Years experience in Program Management

- **Skills**

- Focus on impact and results.
- Clear communication.
- Collaborative team work.
- Creativity and innovation.

*\*All employees must have a working with children check (WWCC), police check, and references. Aurora will inform candidates/employees when checks are conducted. Aurora will cover these expenses.*

### **What are the benefits when working at Aurora?**

- To be inspired by our purpose, leaders, and team members, with 93% of our team members recommending Aurora as an excellent place to work.
- To experience a culture of psychological and cultural safety, with 96% of team members viewing Aurora as an inclusive organisation.
- To have a healthy work-life balance, with a hybrid work model, "No Meetings Fridays," , and access to Sonder, Aurora's health and wellbeing app. We also offer policies that support employees' personal and professional goals, such as study leave, cultural leave, and parental leave.
- To have opportunities for personal and professional growth, with multiple training sessions, Yarns with Elders and mentors, and internal development programs.
- We offer a competitive salary that is benchmarked with the current market You will also be entitled to super) + Non-for-Profit salary package (<https://eziway.net.au/>).

### **LET'S TALK!**

If you want to have a confidential conversation about this role, please contact [PC@aurorafoundation.com.au](mailto:PC@aurorafoundation.com.au) we will be delighted to speak with you.

To know more about Aurora Education Foundation please visit

<https://aurorafoundation.com.au/> or follow us    

Artwork created by our Aurora High School Program Students