

Job Description Form

RTO Community of Practice Coordinator



Vision Statement

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

Mission Statement

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Service's Model of Care, empowering Aboriginal people to achieve health equality in their communities.

Aboriginal Culture

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

Organisational Values

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business. These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members



Culture

Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.



Integrity

Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.



Passion

Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.



Collaboration

Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.



Accountability

Being accountable to all our Members, stakeholders and the community



Resilience

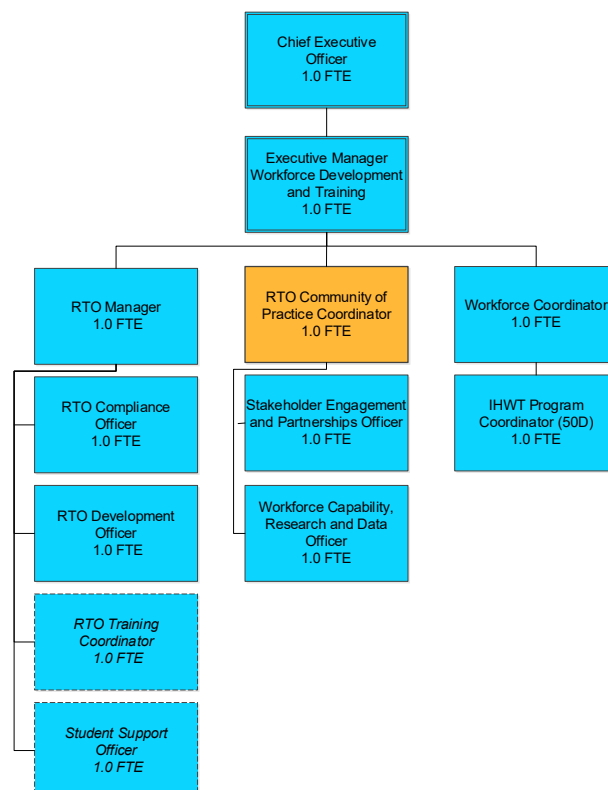
Embracing challenges and harnessing opportunities to empower our communities for self-determination.

Position Title	RTO Community of Practice Coordinator
Work Group	Workforce Development and Training
Work Unit	RTO Community of Practice (CoP)
Reports To	Executive Manager Workforce Development and Training
Direct Reports	2
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Administrative Grade 6
Approved by CEO	31 July 2026 (Des Martin)

Diversity and Inclusion

AHCWA is an equal opportunity employer committed to a diverse, inclusive and culturally safe workplace. We value the contribution of Aboriginal and Torres Strait Islander peoples and support their attraction, development and retention across our workforce.

Team Structure



Position Purpose

The RTO Community of Practice Coordinator reports to and is accountable to the Executive Manager Workforce Development and Training.

The position is responsible for coordinating the establishment and ongoing operation of the WA ACCO and FNO RTO Community of Practice (CoP).

The position supports workforce development, sector capability and collaboration across Aboriginal Community Controlled Organisation (ACCO) and First Nations Owned (FNO) Registered Training Organisations (RTOs) in Western Australia. Working closely with CoP members, government agencies, training providers and industry stakeholders, the role coordinates stakeholder engagement, workforce development initiatives, governance activities, reporting requirements and grant deliverables.

The position leads a small team and contributes to the achievement of strategic objectives, funding outcomes and Closing the Gap priorities through collaboration, partnership development and continuous improvement.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

Strategic Alignment

The organisation's Strategic Plan 2026-2030 has six (6) overarching strategic pillars, with each pillar having specific goals and outcomes.

The role of RTO Community of Practice Coordinator is aligned with the following pillars:

Pillar 2: Strong Aboriginal Community Controlled Sector

Supporting the sustainability, capability and growth of ACCOs through workforce development, governance strengthening and sector collaboration.

Pillar 3: Workforce Development and Capability

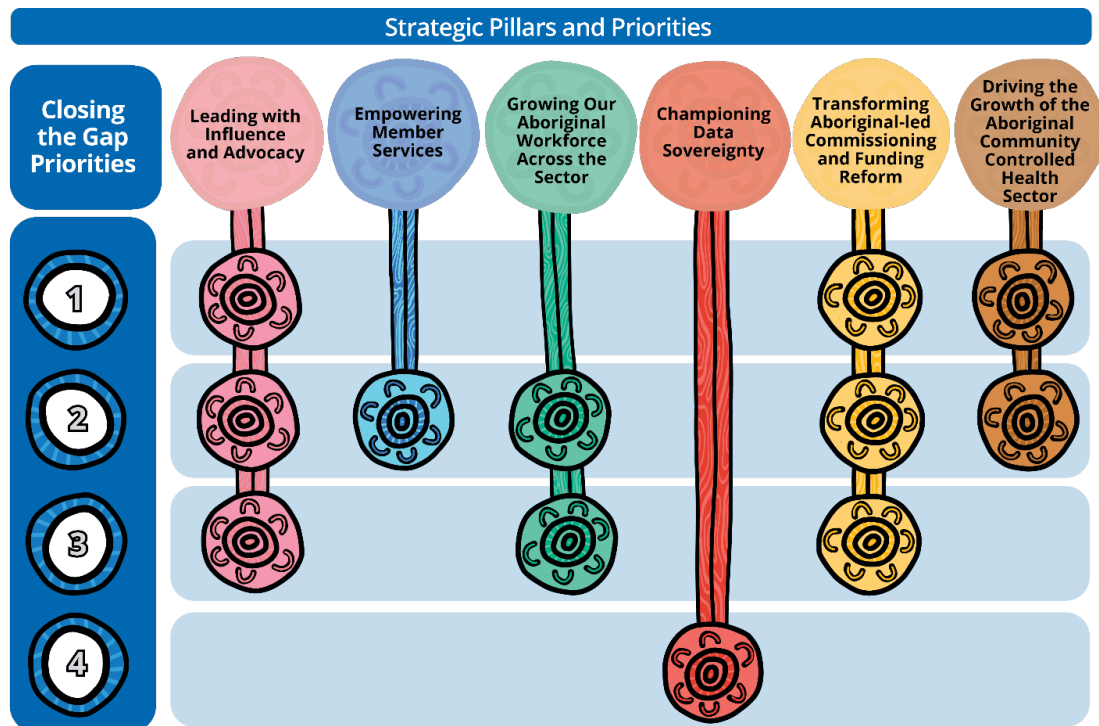
Supporting the development of a skilled Aboriginal workforce through training pathways, workforce planning and growing the Aboriginal VET workforce.

Pillar 4: Sector Leadership and Advocacy

Facilitating sector engagement, collaborative problem solving, advocacy and representation across government, training and industry stakeholders.

Pillar 6: Organisational Excellence and Evidence-Based Decision Making

Supporting quality improvement, evaluation, reporting and evidence-informed decision making.



Key Stakeholder Relationships

External

- Aboriginal Community Controlled Organisation Registered Training Organisations (ACCO RTOs)
- First Nations Owned Registered Training Organisations (FNO RTOs)
- Indigenous Centre for Vocational Excellence (ICOVE)
- Department of Training and Workforce Development (DTWD)
- WA TAFE Colleges
- National Aboriginal Community Controlled Health Organisation (NACCHO)
- Aboriginal Community Controlled Health Services (ACCHSs)
- Industry and workforce development partners
- Training accreditation and regulatory bodies
- Community representatives and Aboriginal leaders

Internal

- Chief Executive Officer
- Executive Manager Workforce Development and Training
- Workforce Development and Training Directorate
- Community of Practice Officers
- AHCWA managers and employees

Responsibilities of this Position

Community of Practice Coordination

- Coordinate the establishment and ongoing operation of the WA ACCO and FNO RTO Community of Practice.
 - Develop and implement annual work plans and priority actions.
 - Coordinate meetings, workshops, forums and sector engagement activities.
 - Facilitate collaboration, peer learning and information sharing across member organisations.
 - Support Community of Practice governance processes and maintain associated documentation.
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Stakeholder Engagement and Partnerships

- Develop and maintain effective relationships with Community of Practice members and key stakeholders.
 - Engage with government agencies, training providers, industry partners and community representatives.
 - Identify and support partnership opportunities that strengthen the Aboriginal training sector.
 - Represent AHCWA and the Community of Practice at meetings, forums and sector engagement activities.
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Workforce Development and Sector Capability

- Coordinate workforce development initiatives aligned with sector priorities.
 - Facilitate professional development and capability-building activities.
 - Support workforce planning, trainer and assessor pathways, and succession planning initiatives.
 - Identify opportunities for shared resources and collaborative sector development.
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Governance, Compliance and Reporting

- Coordinate and monitor grant-funded activities and deliverables.
 - Ensure compliance with funding requirements, organisational policies and reporting obligations.
 - Prepare reports, briefing papers, submissions and stakeholder updates.
 - Monitor project outcomes and maintain accurate records and documentation.
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Project Management and Continuous Improvement

- Coordinate projects and activities within agreed timeframes and budgets.
 - Support evaluation and continuous improvement activities.
 - Identify and escalate emerging risks, issues and opportunities.
 - Contribute to the development and implementation of improvement strategies.
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Team Leadership and Supervision

- Provide leadership, direction and support to employees, including addressing issues and facilitating effective problem-solving.
- Ensure responsibilities are appropriately allocated in accordance with position descriptions and operational requirements.
- Support and encourage employees to undertake professional development initiatives, including the development of professional development plans.
- Identify employees who may require performance management and provide appropriate support and guidance.
- Engage with employees regularly, ensuring information is communicated effectively and in a timely manner.
- Provide regular positive and constructive feedback in an appropriate manner.

Quality Management System (QMS)

- Actively participate in the organisation's QMS (Logiqc).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.

General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
 - Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
 - Attend and participate in professional development activities including workshops and training as required.
 - Attend and participate in Employee Development Days.
 - Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
 - Identify and assist to reduce Work Health and Safety hazards and risks.
 - Follow the reasonable direction of Work Health and Safety representatives.
 - Provide support for all-staff events and organisational initiatives, including but not limited to NAIDOC Week and the annual State Sector Conference.
 - Undertake other duties within the scope of the position classification, as directed by the Executive Manager Workforce Development and Training.
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Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

Key Result Area	Key Performance Indicators
Community of Practice Coordination	- Community of Practice activities delivered in accordance with approved work plans. - Minimum four (4) Community of Practice meetings and one (1) annual sector forum facilitated annually.
Stakeholder Engagement	- Effective stakeholder relationships maintained. - New partnership and collaboration opportunities identified and progressed.
Workforce Development and Sector Capability	- Workforce development initiatives delivered in accordance with approved plans and funding requirements. - Participation in workforce planning, professional development and sector capability activities increases annually.
Governance and Reporting	- All reporting requirements completed accurately and submitted within required timeframes. - Grant milestones and deliverables achieved in accordance with funding agreements.
Quality Management System	- Ensure all tasks assigned to the position are completed within a six (6) week period. - Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.
Employee Management	- Lead and support employees to work towards the achievement of the Work Group/Unit's objectives in an efficient and effective manner. - Lead and facilitate regular team meetings (at least 12 per annum). - Facilitate regular one-on-one meetings with direct reports (at least monthly).

Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential

- Experience in project coordination, stakeholder engagement or program delivery.
- Strong written communication skills, including report writing and the preparation of briefing papers and project documentation.
- Well-developed interpersonal and stakeholder engagement skills.
- Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines.
- Experience supervising or supporting employees.
- Understanding of Aboriginal Community Controlled Organisations and the principles of self-determination.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Qualifications in project management, workforce development, education, training, community development or a related discipline.
- Experience working with Registered Training Organisations (RTOs).
- Knowledge of the vocational education and training (VET) sector.
- Experience working with Aboriginal Community Controlled Organisations or Aboriginal health organisations.
- Understanding of grant management, governance and evaluation processes.

Practical Requirements

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.



Acknowledgment and Acceptance by Appointed Employee

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	