

Position description

Greater together 

Position title:	Indigenous Workforce Partner
Institute/School/Centre/ Directorate/VCO:	People and Culture
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Sarah Hills, Head, Organisational Development, People and Culture Telephone: (03) 8780 5719 Email: s.hills@federation.edu.au
Recruitment number:	JR100773

In accordance with the University's Aboriginal and Torres Strait Islander Peoples Workforce Strategy; and under Special Measures Section 12, 28 and 88 of the Equal Opportunity Act 2010; the University has designated this position as an Identified Aboriginal and Torres Strait Islander Position.

Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Position summary

The Indigenous Workforce Partner drives development and delivery of programs and initiatives designed to advance the University's Indigenous workforce goals. Working in collaboration with stakeholders, the Indigenous Workforce Partner is responsible for developing and implementing contemporary strategies and initiatives to support the retention, development, engagement and career progression of Indigenous employees across Federation University.

The Indigenous Workforce Partner provides specialist advice and cultural expertise in supporting Federation University and Indigenous employees in managing Indigenous workforce matters.

Reporting to Head, Organisational Development the incumbent will have well developed communication skills and the ability to establish, maintain and enhance working relationships in a multi-campus environment.

Portfolio

People and Culture provides a range of strategic and operational services for the organisation and its staff including talent management, policy development, planning, learning and development, change management, organisational reviews, workplace relations, payroll and benefits and employee support services.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Lead the development and delivery of initiatives from strategies and action plans, specifically those that are led by People and Culture and aimed at improving employment outcomes of Aboriginal and Torres Strait Islander staff.
2. Champion strategic change initiatives, undertake reviews of policy, procedure and programs by making recommendations, in line with objectives of strategies and actions plans, focusing on strengthening the professional development, career advancement and retention of Indigenous staff.
3. Work collaboratively with Aboriginal and Torres Strait Islander employees and people leaders to support the retention of Aboriginal and Torres Strait Islander staff by fostering a culturally safe and inclusive workplace, and by facilitating access to professional development and training opportunities that support growth and career goals.
4. Develop and maintain networks and partnerships with local Indigenous communities and agencies to foster, develop and maintain sustainable relationships.
5. Provide specialist advice, coaching and support to people leaders relating to Indigenous recruitment and employment matters, ensuring effective workforce practices are in place to enable Indigenous employees to thrive.
6. Collaboratively build the capability of the broader University workforce to support the implementation of Indigenous employment initiatives, programs and strategies.
7. Develop and deliver staff development strategies and create talent pathways for Indigenous staff. This includes managing the coordination and support of Indigenous staff networks, fostering sense of community, enhance communication, and promote professional development among Indigenous employees.
8. Monitor the University's progress, providing expertise and recommendation in achieving Indigenous outcomes and priorities for Indigenous recruitment, workforce and advancement goals.
9. Prepare regular reporting, insights, and analytics, and develop high-quality documentation including papers, presentations, proposals, communications, and briefings for a variety of audiences, including senior management and senior committees.
10. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
11. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;

- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OHS) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Indigenous Workforce Partner reports to and works under broad direction of the Head, Organisational Development, with a degree of autonomy. The position is responsible for providing advice regarding policy, strategy, action plans and recruitment related to Indigenous workforce to the Director, People and Culture.

The Indigenous Workforce Partner will be required to demonstrate high levels of communication, stakeholder engagement abilities, sensitive to diverse backgrounds and needs, and with confidentiality and considerable judgement.

Position and organisational relationships

The Indigenous Workforce Partner is responsible for working proactively and working collaboratively with the People and Culture team and will seek to share knowledge and expertise in all interactions with colleagues, providing specialised advice and intervention where required.

The successful candidate will collaborate with senior stakeholders, including the Associate Deputy Vice-Chancellor, Indigenous, in the delivery of university-wide strategies and action plans.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
 - extensive experience and management expertise; or
 - an equivalent combination of relevant experience and/or education/training.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

3. Ability to provide confirmation of Aboriginality and/or Torres Strait Islander Identity or a Statutory Declaration of Aboriginality and/or Torres Strait Islander identity and provide at least one reference from an Aboriginal and/or Torres Strait Islander person.
4. Demonstrated experience in engaging with, and supporting, Indigenous talent, with demonstrated experience working with Indigenous communities.
5. Demonstrated human resource management skills and a track record to in deploying talent management strategies (attraction, development, movement and engagement) to achieve superior business outcomes.
6. Excellent generalist HR skills and a proven ability to work with others to help reach their potential via coaching, mentoring and targeted development.
7. Excellent consulting and relationship management skills, with the proven ability to develop effective strategic relationships with key stakeholders and the ability to interact, influence and negotiate at senior levels..
8. Highly-developed research, analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions.
9. Outstanding planning and organisational skills, with experience in delivering organisational objectives within agreed timeframes.

10. Strong project management skills with a proven understanding and application of all aspects of a project cycle, coupled with a track record of successful change management. Excellent interpersonal and communication skills to prepare and deliver technical and business papers, reports and proposals
11. Demonstrated working knowledge and application of the Child Safety Standards.
12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.