



## POSITION DESCRIPTION

Biodiversity Council  
Faculty of Science

### Cultural Strategic Lead – Biodiversity Council

ONLY INDIGENOUS AUSTRALIANS ARE ELIGIBLE TO APPLY AS THIS POSITION IS EXEMPT UNDER THE SPECIAL MEASURE PROVISION, SECTION 12(1) OF THE EQUAL OPPORTUNITY ACT 2011 (VIC).

<b>POSITION NO</b>	0059405
<b>CLASSIFICATION</b>	UOM 7
<b>SALARY</b>	\$102,338 – \$110,780 pro rata
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-Time (0.4FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-Term for 12 months
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Name Dr Jack Pascoe Tel 0400 575 832 Email <a href="mailto:jack.pascoe@unimelb.edu.au">jack.pascoe@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

The Cultural Strategic Lead will support Biodiversity Councillors, the Board and the Executive Team in developing and implementing the Biodiversity Council's First Peoples Policy and Engagement Strategy.

The Cultural Strategic Lead will work closely with the First Peoples Chief Councillor and under the broad guidance of the Executive Director.

### ***1. Key Responsibilities***

#### **1.1 GENERAL**

- ▶ Facilitate internal and external stakeholders to assist in the development of the Biodiversity Council's First Peoples Policy and Engagement Strategy.
- ▶ Along with the executive team, support the implementation of the First Peoples Policy and Engagement strategy, under the guidance of the First Peoples Chief Councillor and other Indigenous Councillors and Board members.
- ▶ Consult with First Peoples communities and agencies, to identify First Peoples' aspirations, knowledge and outcomes as they relate to the Biodiversity Council's work.
- ▶ Research and collate information on First Peoples policy priorities in biodiversity and on Country, and on emerging issues and opportunities.
- ▶ Monitor, evaluate and report on the progress and outcomes of First Peoples policy and engagement activities – for example, providing a report to the Executive Director on a quarterly basis.
- ▶ Guide, develop, process, analyse and/or enhance Biodiversity Council products including research papers, submissions, discussion papers, and media and web content.
- ▶ Work to deadlines in an environment of constantly shifting priorities and high stakeholder expectation.

- ▶ Co-ordinate meetings, briefings and other opportunities for consultation with First Peoples Councillors and other Indigenous representatives, groups and communities.
- ▶ Research and provide advice to the Council and Executive Team on culturally appropriate and effective methods for communicating and engaging with First Peoples individuals, groups and communities.
- ▶ On request from the Executive Director and/or the First Peoples Chief Councillor, support fundraising efforts to strengthen the Biodiversity Council's work on Country and in biodiversity research and communications.
- ▶ Work with the Executive Director and the First Peoples Chief Councillor to develop targets, measurements and KPIs for the Executive Team against the First Peoples Policy and Engagement Strategy.
- ▶ Perform ad-hoc duties as required by the Council.

## 1.2 OTHER

- ▶ Ensure an up-to-date record of University compliance courses, such as, but not limited to, Appropriate Workplace Behaviour, PDF for Staff and Supervisors, OH&S training courses.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Demonstrated experience in First Peoples engagement in a complex, multi-stakeholder environment.
- ▶ Excellent interpersonal skills and an ability to build and maintain positive and constructive relationships with both internal and external stakeholders.
- ▶ Capacity to quickly understand and work within accountability requirements regarding financial and governance processes.
- ▶ Understanding of cultural governance processes and cultural obligations.
- ▶ Meticulous attention to detail.
- ▶ Excellent written and verbal communication skills.
- ▶ Exceptional organisational skills and ability to prioritise time and tasks and manage them effectively.
- ▶ Self-motivation and flexibility in responding to changing work priorities, with the capacity to work independently and as the member of a team.
- ▶ Capacity to support the development and delivery of strategic policy, projects and initiatives will be highly regarded.

### 2.2 DESIRABLE

- ▶ Experience working within and/or with NGOs and/or a university and/or government.
- ▶ Experience developing and delivering programs on Country in collaboration with First Peoples groups and communities.

## 2.3 SPECIAL REQUIREMENTS OF THE ROLE

- ▶ This role is based at the Parkville campus with some opportunity for flexibility.
- ▶ The role will require some interstate travel.

## 3. Jobs Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

- ▶ The Cultural Strategic Lead will report to the Executive Director and will receive general direction from the First Peoples Chief Councillor. They will work closely and collaboratively with other members of the Executive Team and the Expert Council to help deliver on strategic goals.
- ▶ The Cultural Strategic Lead works within the framework of University policy as part of the Biodiversity Council Executive Team, under the guidance of an Advisory Board.

### 3.2 PROBLEM SOLVING AND JUDGMENT

The Cultural Strategic Lead displays excellent judgment in working autonomously and applying analytical skills to their work, but also knows when to escalate a matter or seek further input and advice from internal and external stakeholders.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ The incumbent will have demonstrated experience engaging effectively with First Peoples individuals, groups and communities.

### 3.4 RESOURCE MANAGEMENT

Whilst the incumbent does not manage a budget, they will responsibility adhere to the governance and financial requirements of the Biodiversity Council and the University of Melbourne processes as required.

### 3.5 BREADTH OF THE POSITION

The incumbent consults with internal and external stakeholders, including crucial engagement with First Peoples communities and agencies, leading to high impact outcomes for the communities and the Biodiversity Council.

## 4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This

commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

## **5. Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 THE BIODIVERSITY COUNCIL**

<https://biodiversitycouncil.org.au/>

Our vision is that Australia's biodiversity is recognised and valued as a priceless heritage, a foundation for our life and a defining feature of our country, and its future is recovered and secured. The Biodiversity Council is a trusted source of expert knowledge, providing the public, government and decision-makers with the information, tools and motivation required to protect and enhance Australia's biodiversity. The Council aims to grow public and policy recognition of the importance of biodiversity and Country for human health, wellbeing and prosperity; the consequences of losing or degrading biodiversity; and solutions to avoid harm and drive recovery. We are building networks of experts including First Peoples and community champions to help drive an increase in political and community awareness, support and action for biodiversity and Country. We directly inform decision-making by working with Ministers, policy makers and industry leaders to promote evidence-based solutions.

The Biodiversity Council is initially being hosted by the University of Melbourne through a start-up phase, after which it is expected to become a financially and legally independent entity. The strategic directions of the Biodiversity Council are set by the Biodiversity Council Board, Expert Councillors and the Executive Director.

Further details about the council, founding donors, supporters, and partner organisations can be made available on request.

## 6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food, Forest & Ecosystems Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across six of the University's seven campuses – Parkville, Dookie, Burnley, Creswick, Shepparton and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

We are highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is also currently growing its competitiveness and standing in the NHMRC space.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI), the Indigenous Knowledge Institute and home to numerous Centres.

## 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based

industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

#### 6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

#### 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>