



POSITION DESCRIPTION

Office of the Provost
Chancellery

Associate Director, Office of Indigenous Employment and Development

POSITION NO	0064041
CLASSIFICATION	Senior Manager 1
SALARY	Senior Manager remuneration package
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Susan Bradley – Talent Partner, Senior Professional Recruitment susan.bradley@unimelb.edu.au <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

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 Associate Director for the Office of Indigenous Employment and Development will lead a range of indigenous employment, development and cultural engagement initiatives that align to the Universities Indigenous Employment plan. The role will provide both operational and strategic leadership overseeing day to day operations of the team and undertaking key strategic planning for the OIED. This role focuses on leading projects, coaching and supporting our team, and fostering a culturally inclusive work environment, while aligning efforts to achieve the delivery of universities Indigenous Employment Plan.

1. Key Responsibilities

Leadership

- ▶ Provide high level specialised advice to the Director and other senior managers within the People and Indigenous Portfolios, as well as across the university more broadly.
- ▶ Represent the OIED on a range of university-wide and external initiatives.
- ▶ Conduct annual work area reviews and planning meetings to improve operational planning and performance against individual and team KPIs.
- ▶ Foster a culturally supportive and inclusive work environment that encourages the growth and development of Indigenous talent.
- ▶ Meet regularly with direct reports to guide staff on projects, planning and service delivery.
- ▶ Assist in dealing with any critical issues and the provision of staff training and development.
- ▶ Review specific work area procedures annually.
- ▶ Monitor financial performance and general work area operations and communicate major issues to the Director in a timely manner.
- ▶ Lead the production of key reports, briefings and communiques to both internal and external stakeholders.

- ▶ Deputises for the Director when and as required.
- ▶ Ensure the efficient execution of initiatives and projects related to Indigenous employment and staff development.
- ▶ Track team goals using key data insights and prepare reports to that demonstrate the achievements of OIED against our targets.

Strategic Alignment

- ▶ Work closely with the Director in setting strategies and priorities for achieving goals and targets set out in the Indigenous Employment Plan, People Plan and other relevant strategic initiatives that the OIED is required to deliver on.
- ▶ Align programs of work to universities strategic direction. Provide continuity and stability in program management of initiatives.

Program Oversight

- ▶ Lead university-wide programs, including MIPEP, HRBP functions, Indigenous Staff Network, Cultural Education Programs, and other future programs.
- ▶ Lead projects focused on talent recruitment, HR system reviews, policy development, and the creation of talent development pathways for Indigenous staff.
- ▶ Provide specialist advice and guidance into to cross university programs of work to ensure the advancement of indigenous employment and development.

Stakeholder Engagement

- ▶ Facilitate communication and collaboration with internal and external stakeholders to ensure alignment with program goals.
- ▶ Provide leadership for the OIED at high-level committees and working groups.
- ▶ Develop a network of external referral services to provide Indigenous specific support to colleagues.
- ▶ Develop external networks including in communities to facilitate the attraction of Indigenous candidates to the University.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Extensive experience in leading and managing programs focused on Indigenous employment, staff development, or community engagement.
- ▶ Demonstrated ability to design, manage, and deliver complex programs aligned with strategic priorities, leveraging strong strategic, analytical, and project management skills.
- ▶ Extensive knowledge and understanding of Indigenous societies, cultures and issues affecting Indigenous Australians and the ability to communicate sensitively and effectively with Indigenous, staff, community Elders and Indigenous community organisations.
- ▶ Strong people management and leadership skills and a proven ability to establish effective collaborative relationships to build organisational capability and responsiveness.
- ▶ Highly developed interpersonal and communication skills to effectively collaborate with diverse stakeholders, including Indigenous communities and external partners, and to influence, negotiate and resolve conflict effectively.

- ▶ High-level organisational and problem-solving skills, including the ability to coordinate multiple functions and meet competing deadlines; to work proactively, plan and respond to unexpected situations.
- ▶ Deep understanding and appreciation of Indigenous cultures, with a commitment to a culturally inclusive environment.

2.2 DESIRABLE

Knowledge of HR Policies

- ▶ Familiarity with HR policies, particularly those related to Indigenous employment, talent acquisition, and workplace relations would be highly regarded but not essential

2.3 OTHER JOB-RELATED INFORMATION

- ▶ Occasional work out of ordinary hours, travel, etc.
- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Associate Director is expected to operate with a high level of independence while coordinating closely with the Director and other senior members of the university.

3.2 PROBLEM SOLVING AND JUDGEMENT

Highly developed problem-solving skills with the ability to make sound judgments in managing operational challenges and strategic initiatives related to Indigenous employment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Comprehensive knowledge of Indigenous employment practices, cultural awareness, and higher education environments.

3.4 RESOURCE MANAGEMENT

Ability to efficiently manage resources, including budgets, staff, and other assets, to optimise the office's impact and program success.

3.5 BREADTH OF THE POSITION

The role requires a broad understanding of Indigenous employment strategies, talent development pathways, policy development, and stakeholder engagement within the university context.

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 Advancing Melbourne strategy that addresses 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 strive for excellence and reach the targets of Advancing Melbourne.

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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

6. Other Information

6.1 OFFICE FOR INDIGENOUS EMPLOYMENT AND DEVELOPMENT

The Office for Indigenous Employment and Development (OIED) at the University of Melbourne was established to enhance Indigenous engagement, recruitment, and professional development. It aligns with the university's commitment to reconciliation and empowering Indigenous Australians through education and employment.

The office aims to increase the Indigenous workforce by improving recruitment, retention, and career advancement while creating a culturally safe workplace. It also focuses on supporting Indigenous staff through mentorship, professional development, and embedding Indigenous perspectives into university practices.

Key strategies include the Indigenous Employment Plan (IEP), recruitment initiatives, cultural education training, and partnerships with Indigenous communities. Promoting Indigenous leadership at all levels is also a priority, ensuring representation in decision making processes. These efforts support the university's broader goals of reconciliation and Indigenous empowerment.

6.2 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>

6.3 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, 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 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 that will reshape the campus and our contribution to the communities we engage with. This strategy and the priorities proposed are centred around five intersecting themes: place, community, education, discovery and global.

6.4 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>