**Faculty of Engineering and Information Technology**

# Indigenous Projects Coordinator

*In line with the special measure H103/2014 provided for under section 12 of the Equal Opportunity Act 2010 (VIC), the Faculty of Engineering and Information Technology strongly encourages applications from suitably qualified female candidates.*

*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)*

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| **POSITION NO** | 0057160 |
| **CLASSIFICATION** | UOM 7 |
| **SALARY** | $106,432 - $115,211 pa (pro rata for part-time) |
| **SUPERANNUATION** | Employer contribution of 17% |
| **WORKING HOURS** | Full time (1 FTE) |
| **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** | Prudence Midgley, Manager, Engagement and Partnerships Email prudence.midgley@unimelb.edu.au *Please do not send your application to this contact* |

**Date Created: 15**/12/2022

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 country throughout
Australia. The University recognises the unique place held by Aboriginal and Torres Strait
Islander peoples as the original custodians of country and their continued connection to the
land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait
Islander People and warmly embrace those students, staff, Elders and collaborators who
identify as First Nations.

## *FEIT's Commitment to Diversity and Inclusion*

The Faculty of Engineering and Information Technology (FEIT) is committed to creating a
diverse and inclusive environment that welcomes and values all people. We recognise that
diversity is essential in contributing to the success of FEIT. Women, Aboriginal and Torres Strait
Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and
linguistically diverse background, are strongly encouraged to apply. Those seeking support in
submitting an application are welcome to contact the Faculty HR team at feit-
hr@unimelb.edu.au

# *Position Summary*

The Indigenous[1] Projects Coordinator will work in partnership with the Associate Dean, Indigenous and the Manager, Engagement and Partnerships to nurture and strategically grow the Faculty of Engineering and Information Technology's (FEIT's) Indigenous engagement portfolio. The position will support FEIT's ability to enact the University of Melbourne's' (UoM) strategic vision to *advance reconciliation and reciprocal learning with Indigenous peoples and communities* [2].

Reporting to the Manager, Engagement and Partnerships, the role will collaborate with a broad range of internal and external stakeholders to develop new initiatives, establish operational plans and deliver activities that deepen engagement with Indigenous communities and contribute actively to the recognition, curation, and activation, within the academy, of Indigenous knowledges.

The position will be primarily responsible for the administrative coordination of assigned initiatives and will provide significant support towards achieving positive outcomes by performing a range of activities that support planning, communication, implementation and evaluation.

The successful candidate will work closely with the University Indigenous leaders, and Faculty Associate Deans, Deputy Deans, professional staff and relevant stakeholders by contributing to the development and implementation of FEIT's Indigenous commitments aligned to the Universities Indigenous Strategy, Murmuk Djerring[3]. They will deliver events, contribute to project activity, prepare communication and presentation materials, provide secretariat support to committees and working groups, including the Indigenous Engineering and Information Technology Unit (IEIT Unit), and assist with preparing written reports and proposals.

# *1. Selection Criteria*

## 1.1 ESSENTIAL

- Completion of an undergraduate tertiary qualification or an equivalent combination of relevant experience and/or education/training.

- Strong demonstrated committee secretariat skills.

- Excellent time management and organisational skills; including demonstrated experience in prioritising and effectively balancing competing demands.

- Evidence of project management skills, including the ability to initiate, scope, plan and deliver project outcomes.

- Demonstrated capacity to build strong working relationships with culturally diverse groups and cultural awareness in relation to Indigenous communities.

- Excellent verbal and written communication skills, with demonstrated ability in developing reports, creating communications and developing presentation materials with a high degree of accuracy.

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[1] 'Indigenous' refers a person of Aboriginal and/or Torres Strait Islander descent.
[2] Advancing Melbourne 2020
https://about.unimelb.edu.au/__data/assets/pdf_file/0023/132629/Advancing-Melbourne.pdf
[3] Murmuk Djerring, UoM Indigenous Strategy 2023-2027
https://about.unimelb.edu.au/reconciliation/murmuk-djerring

- Skills in negotiation and influencing with an ability to engage stakeholders for project outcomes.

- Analysis, including the ability to manipulate, interpret, and present quantitative data, synthesise information and develop insights.

- Demonstrated ability to work independently and collaboratively in diverse teams to achieve project goals and meet agreed deadlines.

- Technical Skills, and capacity to learn and use in-house administrative database systems, including experience with web content management systems.

## 1.2   DESIRABLE

- Experience working in the Higher Education Sector, preferably in engineering and information technology, or in a STEM-related field.

- Relevant experience working within a complex organisation (tertiary education sector desirable).

- Experience in an Indigenous community facing role.

## 1.3   SPECIAL REQUIREMENTS

- Some work outside of standard hours may be required from time to time

- Some overseas and interstate travel may be required

- Commitment to the Faculty's Values and Behaviours

- 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)

- A Working with Children Check is required.

## 2. Key Responsibilities

### 2.1  ENGAGEMENT & PROJECT DELIVERY

- Coordinate, administrate and prepare project documentation, including project plans, schedule, implementation plans, work plans and timeframes, communications, evaluation, and identification of key responsibilities and milestones to support initiatives in the Indigenous engagement portfolio.

- Coordinate events and cultural celebrations for staff and students, including leading the delivery of events and activities on cultural days of significance (e.g. National Reconciliation Week).

- Lead the creation of the Faculty's annual Indigenous Engagement and Marketing Plan. Work with colleagues from University Marketing and Communications to proactively maintain and contribute to the production of content for webpages, social media and other relevant channels that highlight Indigenous engagement initiatives to external and internal audiences.

- Contribute to and deliver programming, reports and content that aim to grow the Faculty's Indigenous philanthropic goals.

- Develop recommendations and, as appropriate, initiate, deliver and support programs that enhance staff and student Indigenous cultural awareness.

- Work with colleagues, Indigenous communities and external stakeholders to deliver strategic initiatives that support the pipeline of Indigenous students into the University, including planning and evaluating ongoing program success.

- Work with colleagues to support the Faculty's ambition to enhance the representation of Indigenous knowledges in curriculum, including supporting student on Country experiences.

- Help to facilitate the growth and translation of the Faculty's Indigenous research opportunities, including delivering the Faculty's annuals Indigenous Research Grant, managing key research showcase events and leveraging place-based partnerships.

### 2.2  STRATEGY & REPORTING

- Coordinate and support the alignment of the University's Indigenous strategy to Faculty activity – including participating in business planning activity, developing proposals for the creation of new key initiatives and documents articulating the Faculty's Indigenous strategy.

- Develop, implement, evaluate and report on proactive strategies that support Aboriginal and Torres Strait Islander staff and students.

- Work with the Associate Dean, Indigenous to define and capture metrics of success, and contribute to annual reporting requirements, including leading the Divisional Indigenous Development Plan.

### 2.3  ADMINISTRATION & STAKEHOLDER ENGAGEMENT

- Develop and manage relationships with Indigenous community members and key organisations to help facilitate mutually beneficial initiatives and project outcomes.

- Provide secretariat support for Faculty committees and projects as required, including the Indigenous Engineering and Information Technology Unit (IEIT Unit) and external advisory

groups. This includes scheduling meetings, timely preparation of agendas and minutes, collating and distributing papers, and coordinating action items.

- Develop new ways of working across the University and Faculty to achieve shared goals, and ensure all administrative outcomes and processes are documented and well maintained.

- Leverage and build your external networks to enhance Indigenous staff professional and academic recruitment outcomes.

- With the guidance of the Associate Dean, Indigenous, support stakeholder engagement and the development of key networks within the University of Melbourne, including with Murrup Barak and the Indigenous knowledge Institute. Help leverage University activity (such as grants, events, campaigns etc.) and ensure FEIT activities are sufficiently informed, endorsed and supported by colleagues across the University.

- Assist with general administration activity including, raising purchase orders, receipting of goods and services and providing permission to pay invoices.

- Actively engage and provide administrative support to engagement, partnership, and relationship building initiatives, including attending occasional after-hours events where required.

## 3. *Equal Opportunity, Diversity and Inclusion*

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 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.

All FEIT employees are required to behave in a manner that creates; supports and encourages an inclusive and safe work environment for all.

https://eng.unimelb.edu.au/diversity

## 4. *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.

## 5. *Other Information*

### 5.1 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world's biggest challenges. Through our students and our relationships with communities, we can not only respond to society's needs but anticipate and create engineering and IT solutions for the future.

https://eng.unimelb.edu.au/

https://eng.unimelb.edu.au/about/join-feit

Our ten-year strategy, FEIT 2025, is our School's commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne's position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from

around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.

https://eng.unimelb.edu.au/about/feit-2025

## 5.2 BENEFITS FOR INDIGENOUS STAFF

- Cultural leave: Indigenous staff members are entitled to up to five days non-cumulative paid leave per calendar year for the purpose of attending NAIDOC, community, cultural and ceremonial activities.

- University policies: Indigenous staff are supported by the University's Reconciliation Action Plan and Indigenous Employment Framework, with the commitment to improving the employment, retention and career progression outcomes for Indigenous staff members.

- Indigenous Staff Network: Employees who have identified themselves as Aboriginal and Torres Strait Islander will have access to the Indigenous Staff Network (ISN)

- Cultural events: The University hosts annual cultural events such as the Wominjeka to begin the Academic Year and the Narrm Oration, and recognises significant times throughout the year such as, Reconciliation Week, Mabo Day and NAIDOC Week

- Employee Assistance Program: Aboriginal and Torres Strait Islander Support Line available free for you and your immediate family members

## 5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It's consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

The University's 10-year strategy, *Advancing Melbourne* will enable the University to contribute to advancing the state and national interest and make vital contributions to Australia's standing on the world stage. We seek to be a leading force in advancing Australia as an ambitious, forward-thinking country while increasing its reputation and influence globally. https://about.unimelb.edu.au/strategy/advancing-melbourne

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