

POSITION DESCRIPTION



Office of the Provost
Chancellery

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).

Engagement Officer – Office Indigenous Employment and Development

POSITION NUMBER	0063411
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM7 \$106,432 - \$115,211 per annum
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Sonia Harvey, Director, Office for Indigenous Employment and Development - Sonia.Harvey@unimelb.edu.au Please do not send your application to this contact.

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.

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

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

OFFICE OF THE PROVOST

Led by the Provost, the Office of the Provost supports achieving the vision and objectives for education, people and community set out in Advancing Melbourne 2030. The Office of the Provost portfolio sits alongside other divisions (Research, International, Strategy & Culture, Administration & Finance) within Chancellery and is responsible for strategic leadership in:

- Education and student experience, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing and engagement and widening participation for students from disadvantaged backgrounds.
- People and Community, including Human Resources, academic and professional staff careers, University community-building, diversity and inclusion for students and staff, and the Respect at Melbourne program.
- Indigenous strategy, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.

The Office of the Provost works closely with Faculties, other areas of Chancellery and external partners.

CHANCELLERY

The Vice-Chancellor leads the Chancellery and has a university-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose and
- overseeing policies and initiatives that develop university staff members' academic and professional expertise.

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 based on 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.

THE OFFICE FOR INDIGENOUS EMPLOYMENT AND DEVELOPMENT (OIED)

The Office for Indigenous Employment and Development (OIED) is the University's Indigenous Human Resources business unit, operational since January 2024. The unit is a key outcome of Murmuk Djerring, the University of Melbourne's Indigenous Strategy 2023-2027 and the University's continued commitment to being an employer of choice for Aboriginal and Torres Strait Islander staff.

OIED was established to deliver Indigenous staff recruitment, retention, professional development and providing targeted support to advancing career pathways through their employment journey at the University.

The Indigenous Employment Plan 2023-2027 sets out our Unit's four broad focus areas:

- Attraction and Recruitment
- Retention and Development
- Cultural Safety and Wellbeing
- Governance and Leadership

OIED works across faculties and administrative divisions to embed institutional cultural change by setting strategic policy, processes and systems change that is culturally safe, culturally responsive and culturally inclusive.

ABOUT THE ROLE

Position Purpose:

This position sits within the Office of Indigenous Employment and Development (OIED), reporting directly to the Senior Projects Lead and is responsible for planning and implementing OIED engagement and communication activities to help deliver the Gahgook Indigenous Cultural Education Program, a Signature Project in Murmuk Djerring – Indigenous Strategy 2023-2027, and other projects within the OIED.

The University of Melbourne is enduringly committed to advancing reconciliation and reciprocal learning with Indigenous peoples and communities. With the introduction of the University's Murmuk Djerring – Indigenous Strategy 2023-2027, Diversity and Inclusion Strategy 2030, and Anti-Racism Commitment, the University is rolling out a large-scale leadership and education program to all staff to strengthen our culture and commitment to eliminating racism. As a large-scale culture change program and sponsored by the Deputy Vice Chancellor Indigenous, the education program is the cornerstone initiative that will support our leaders and staff to understand the role and responsibility they play in ensuring our Indigenous community of students and staff feel empowered and valued, culturally safe and are treated with dignity and respect.

As Engagement Officer you are responsible for planning and supporting the delivery of communication and engagement activities for the Gahgook Indigenous Cultural Education Program and other OIED projects. The role provides direct project and communication support for the preparation and delivery of workshops, data collection and analysis. You will be responsible for preparing a range of communication materials, reports and other documents as required. You will also work collaboratively with the Indigenous Strategy, Diversity and Inclusion, Human Resources, Marketing and Communications teams and other stakeholders internal and external to the University.

Reporting line: Senior Projects Lead (OIED)

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Cultural context: This position is exclusively open to Indigenous candidates and may involve cultural load related to the unique experiences of Indigenous communities. Prospective applicants should be aware that a deep understanding of and connection to Indigenous cultures, along with resilience, adaptability and cultural sensitivity, are crucial for success in this role. The University of Melbourne recognises the additional cultural load pressures associated with this position and is deeply committed to fostering a supportive work environment for Aboriginal and Torres Strait Islander staff.

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply to managers, supervisors, and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework, including legislation, statutes, regulations, and policies.

Core Accountabilities:

Working closely with the Senior Projects Lead, this role is accountable for:

- Establishing culturally appropriate engagement approaches with the key stakeholders connected to the Gahgook Indigenous Cultural Education Program and other OIED projects

- Developing, coordinating and distributing written program communications for participants and stakeholders across all relevant communication channels
- Preparing digital communications, including website content development
- Collaborating with other teams, including the marketing and communications team to ensure alignment of messaging and engagement with key stakeholders
- Providing support and advice to colleagues, helping to build a team culture of collaboration, respect, and creativity
- Supporting the coordination and participant communication for program workshops and on-line programs
- Managing the program in-boxes and triaging all enquiries to the appropriate team members
- Preparing communication plans and templates

Selection Criteria:

Education/Qualifications/Experience

1. An appropriate tertiary qualification or demonstrated related project experience or an equivalent combination of relevant experience and/or education/training.
2. Well-developed knowledge and understanding of Indigenous societies, cultures and issues affecting Indigenous Australians and the ability to communicate sensitively and effectively with Indigenous Australian students, staff, community Elders and Indigenous community organisations.

Knowledge and skills:

3. Demonstrated experience successfully implementing communication and engagement processes in a large or complex environment
4. Highly developed organisational and time management skills with a proven ability to work under pressure and prioritise tasks to meet competing deadlines with a high degree of accuracy and attention to detail
5. Strong interpersonal and verbal communication skills with the ability to relate effectively with a diverse range of people and demonstrate respect for the diverse needs, aspirations and cultures represented across the University
6. Ability to work collaboratively and flexibly both in a team and independently in a fast-paced environment.
7. High level of proficiency in using standard application software such as the Microsoft Office suite (e.g., Word, Excel, PowerPoint, Outlook) and large integrated databases.

8. Desirable experience includes a background in L&D/OD/Change or Communications, prior experience working in higher education, and knowledge of the University of Melbourne's systems, policies, and procedures.

Other job-related information:

The role may require occasional work outside of normal business hours.

GOVERNANCE

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

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