



POSITION DESCRIPTION

Office of the Provost
Chancellery

Director and Chief of Staff, Indigenous Portfolio

POSITION NO	0033809
CLASSIFICATION	Senior Manager 2
SALARY	Attractive remuneration package
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	Catherine Burnheim Email catherine.burnheim@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.

In making this Acknowledgment of Country we commit to respectful and responsible conduct towards all others according to the Traditional lore of this land, particularly at times of formal ceremony.

Position Summary

The Director and Chief of Staff, Indigenous Portfolio leads an expert team driving the development and delivery of the University of Melbourne's Indigenous strategy, working with the Deputy Vice-Chancellor (Indigenous) and Indigenous leadership across the University. Working in a highly dynamic and culturally rich context, the Director and Chief of Staff, Indigenous Portfolio works to maximise the University of Melbourne's contribution to Indigenous Australia. The Director and Chief of Staff provides strategic advice, leads major projects, manages internal and external stakeholder relationships, and is responsible for delivery of key policies and projects.

The Director and Chief of Staff, Indigenous Portfolio reports to the Deputy Vice-Chancellor (Indigenous), and works closely with the Associate Provost, Pro Vice-Chancellor (Indigenous), and University's Indigenous leadership across Faculties and Chancellery. The position works hand-in-hand with the Director, Indigenous Partnerships, and as part of the leadership team of the Office of the Provost, in collaboration with the Executive Director, Office of the Provost and other senior leaders.

The Director and Chief of Staff coordinates the development, implementation, communication and monitoring of the University's strategic framework framed by Murrumbidgee, and leads the delivery of selected signature projects within the strategy. The scope includes Indigenous student and staff participation, teaching and learning, research, cultural heritage, services and operations, and selected strategic projects within this framework. The role is responsible for managing key University governance processes and acquitting reporting to University Executive, Council, government and funders.

The Director is responsible for managing complex stakeholder relationships, in partnership with Indigenous leadership, including with Traditional Owners, Indigenous communities, Commonwealth, State/ Territory and local government, NGOs and the corporate sector.

The Director provides expert advice to the Deputy Vice-Chancellor (Indigenous), the Associate Provost, the Vice-Chancellor, Provost, academic divisions, senior officers of the University, and higher education peak bodies on the development and delivery of Indigenous strategy within higher education.

1. Key Responsibilities

- ▶ Providing high level and expert advice to the Deputy Vice-Chancellor (Indigenous), the Associate Provost, the Vice-Chancellor, Provost, Deans and other senior University officers on a wide range of Indigenous related issues, particularly on development and implementation of strategy and policy for the delivery of key Indigenous outcomes.
- ▶ Leading and developing the Chancellery-based Indigenous team, working in partnership with the Director, Indigenous Partnerships to foster a high-performing, culturally aware expert team.
- ▶ Managing sensitive relationships and negotiating complex issues with external stakeholders including Registered Aboriginal Parties, Traditional Owners, Elders and Respected Persons and peak bodies
- ▶ Shaping strategic thinking with respect to the broad range of Indigenous issues within the University and externally.
- ▶ Managing statutory reporting on the development and delivery of Indigenous strategy on behalf of the University.
- ▶ Developing, analysing and annually reporting on the University's Indigenous strategies, incorporating an extensive range of metrics relating to Indigenous student, staff, teaching and learning and research outcomes, both within the University and to Government and sector wide organisations.
- ▶ Initiating, developing and preparing project proposals, funding applications and advising on and contributing to government tenders.
- ▶ Leading in the development of strategies, programs and initiatives and partnerships, with Government, other Universities, the corporate sector, NGOs and organisations and agencies for advancing the University's Indigenous agenda
- ▶ Initiating and managing a range of projects with stakeholders from Government, NGOs and the corporate sector which will have a national impact on Indigenous development and wellbeing.
- ▶ Leading in the delivery of a range of high-profile University events including orations and symposia.
- ▶ Representing and promoting Indigenous issues to a range of internal and external stakeholders and University committees. Engaging with the University community to ensure that the institution takes a best practice approach to addressing Indigenous matters across the University.
- ▶ Managing sensitive relationships and negotiating complex issues with stakeholders in Chancellery and Faculties.

1.1 FINANCIAL AND RESOURCE MANAGEMENT

The Director is responsible for developing and managing the operational and strategic components of the Indigenous Strategy budget in consultation with the Executive Director, Office of the Provost.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A postgraduate qualification with extensive relevant strategy development, program and project management experience or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated cultural competence and the ability to work effectively with Indigenous leaders and communities, including Indigenous organisations, Traditional Owners and Respected Persons.
- ▶ Outstanding conceptual, strategic, analytical and problem-solving skills with demonstrated ability to develop robust, actionable and innovative strategy and policy.
- ▶ Demonstrated people leadership capability including the ability to lead cross-functional teams, manage for high performance and develop emerging talent.
- ▶ Outstanding verbal and written communication skills across all media, including the ability to write clear reports on a range of complex matters and present persuasive arguments to a wide-ranging audience.
- ▶ Exceptional program and project management skills and ability to deliver outcomes in complex environments.
- ▶ Demonstrated expertise in the management of sensitive stakeholder relationships.
- ▶ Expertise in liaising with Government, Boards and peak sector organisations.
- ▶ Outstanding interpersonal skills with the ability to motivate, persuade, negotiate and develop strong working relationships with senior staff in Chancellery and Academic Divisions across the University to achieve whole-of-university outcomes.
- ▶ Demonstrated ability to exercise sound autonomous judgment and to initiate, independently formulate, develop and implement new ideas.
- ▶ Outstanding leadership capabilities including a demonstrated commitment to developing teams to their full potential.
- ▶ Extensive knowledge and understanding of Indigenous societies, cultures and issues affecting Indigenous Australians.
- ▶ (desirable) Extensive expertise in legislative, policy and funding issues affecting Indigenous Australians in the higher education context and with respect to research and developments within the equity and social inclusion context more broadly.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Director exercises a high level of independence, discretion and judgement in undertaking the position's responsibilities, with a particular expectation of working with cultural sensitivity. The incumbent reports to the Deputy Vice-Chancellor (Indigenous), the Associate Provost, members of the Vice-Chancellor's Advisory Group, Provost Advisory Committee and other senior staff to achieve strategic and Best Practice outcomes.

3.2 PROBLEM SOLVING AND JUDGEMENT

Demonstrated outstanding leadership skills in planning and problem-solving are essential. The incumbent is expected to initiate and play a lead role in the development, delivery and evaluation of University-wide strategy and policy and in leading and managing discrete projects. The incumbent will be comfortable in working with complexity, ambiguity, conflicting tensions and expectations across sector, institutional, divisional and individual levels. The ability to exercise independent and mature judgement and the ability to gain respect and confidence of senior staff and external, including government, Traditional Owner organisations, Elders and Respected Persons are essential. Outstanding negotiation skills are also essential, particularly when negotiating the adoption of significant change with other divisions of the University and when dealing with difficult and sensitive issues.

The Director and Chief of Staff works within the framework of University policy and legislation, using a high degree of initiative and judgement to identify and resolve problems. The incumbent provides the in-depth business knowledge required to effectively address complex issues and routinely exercises informed judgement in implementing solutions to problems.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Director and Chief of Staff will have a deep understanding of the University culture, governance, structure, context, policies, regulations and operations to shape and effectively deliver Indigenous strategy, objectives and plans. The incumbent has outstanding strategic, managerial, interpersonal and operational skills that facilitate the implementation of initiatives that align stakeholder and staff involvement with University strategy.

3.4 BREADTH OF THE POSITION

The Director and Chief of Staff has a strong University-wide focus and proactively engages with all Faculties and Chancellery teams, as well as state and federal Government, senior corporate leadership, national peak bodies, NGOs, Elders and Respected Persons, Registered Aboriginal Parties and other external organisations with which the University has a partnership/relationship.

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 THE INDIGENOUS STRATEGY TEAM

The Indigenous Strategy team supports the University's Indigenous leadership led by the Deputy Vice-Chancellor, Indigenous as follows:

- University Indigenous strategy development, monitoring and reporting
- External Indigenous strategy and outcomes reporting including statutory reporting
- Murmuk Djerring strategy - range of Signature Projects implementation
- Supporting academic divisions, Chancellery and affiliated organisations with developing and progressing their Indigenous strategies
- Identifying initiatives, developing proposals for and managing a growing program of work, especially with respect to Indigenous cultural heritage, truth telling (eg Indigenous History of the University project)
- Profiling the University's Indigenous work online, through publications, conference presentations, events, Reconciliation Australia working groups
- Representing the University externally on a range of Indigenous outcomes and initiatives
- Providing executive support to the University's Indigenous governance mechanism which has recently increased to 5 committees/advisory groups and 6 working groups
- Managing a range of high-profile events including orations, symposia, and the University's National Reconciliation Week activities.

The team sits within the Chancellery Academic and reports to the Executive Director, Office of the Provost.

6.2 CHANCELLERY

Chancellery is led by the vice-chancellor 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 the academic and professional expertise of university staff members.

6.3 OFFICE OF THE PROVOST

Led by the Provost, the Office of the Provost supports the achievement of 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, Global Culture and Engagement, 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.

6.4 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>

6.5 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.

6.6 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>