



Position Description – Reconciliation Advisor, College of Business and Law

Position Details

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| Position Title: | Reconciliation Advisor, College of Vocational Education |
| Position Number: | <Insert Position Number> |
| College/Portfolio: | College of Vocational Education |
| School/Group: | Office of the Deputy Vice Chancellor Vocational Education |
| Campus Location: | Based at the City campus but may be required to work and/or be based at other campuses of the University. |
| Classification: | HEW 8 |
| Employment Type: | Fixed Term – 2 years |
| Time Fraction: | 1.0 |

This is an Aboriginal and Torres Strait Islander Designated Position, classified under ‘special measures’ of section 12 of the Equal Employment Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply. Confirmation of Aboriginality and/or Torres Strait Islander is required.

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT’s leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka,

Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation

We're proud to share with you:

- The launch of our second **Reconciliation Plan *Dhumbah Goorowa* – a “commitment to share” - an important step in our reconciliation journey.**
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

RMIT Standings in university rankings

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit rmit.edu.au/about

College of Vocational Education

The purpose of the College of Vocational Education (VE) is to empower our learners and partners to succeed in the new world of work. Our vision is to position RMIT as a leading multi-sector university, providing integrated learning pathways, unrivalled industry connectivity, with global impact and influence.

The College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, delivering impact through transformation that creates long-term change, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

Reconciliation at RMIT

At RMIT, we are working towards actively realising the opportunities of a mature relationship between Aboriginal and/or Torres Strait Islander staff and non-Indigenous staff, students, and the communities we serve. We are building the capability of our non-Indigenous staff, students and partners to be in a relationship with Aboriginal and Torres Strait Islander peoples. Our goal is to make this relationship central to our mission, operations and reputation, wherever we work in the world. We understand our roots as a western institution and are shifting to a new approach where our relationship with First Nations sovereignty and self-determination creates new ways of knowing, being and doing, and provides a different model for fostering fair and equitable societies.

Position Summary

The Reconciliation Advisor will be part of the College Strategy and Innovation team and coordinates the development, implementation and evaluation of RMIT's reconciliation activity. This includes activities outlined in the College's Annual Operating Plan.

The role will support the College Reconciliation Champion and the Reconciliation Facilitators in schools and units. The incumbent will work collaboratively across RMIT to support whole-of-university efforts to embed sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. The Reconciliation Advisor will be responsible for facilitating the implementation of key reconciliation initiatives within the College, including Indigenous Perspectives in the curriculum and the Reconciliation Capability Development Framework.

Reporting Line

Reports to: Principal Advisor, Vocational Education

Direct reports: 0

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Be a leader in Reconciliation and Indigenous Affairs at RMIT, and champion, promote and support reconciliation and Aboriginal and Torres Strait Islander peoples at RMIT.
- Coordinate the development of reconciliation capability across teaching and professional staff of the College
- Coordinate the implementation of Indigenous Perspectives in the Curriculum across the College- in line with opportunities and obligations of Vocational education training packages and products
- Support student engagement with reconciliation at RMIT through existing initiatives including driving completions of RMIT's student Indigenous orientation micro credential.
- Advise the College on engagement and support of Aboriginal and/or Torres Strait Islander students, and course content
- Advise College leadership on the implementation of the College's Indigenous Employment Action Plan
- Coordinate quarterly status updates outlining the progress against *the College's Annual Operating Plan* and other reconciliation activity within their College or Portfolio, for inclusion in monthly *Ngulu* meetings.
- Support and promote significant national Indigenous events within the College and University wide.
- Attend monthly *Ngulu* meetings.
- Work with the Office of Indigenous Education and Engagement Reconciliation team to deliver the dhumbali (commitment) of reconciliation at RMIT and grow a broader community of practice across the organisation.
- Work with the Ngarara Willim Centre to facilitate support and outcomes for Aboriginal and/or Torres Strait Islander students and community who access College programs
- Support and align College of VE funded projects such as Community Services Funding with University priorities

Key Selection Criteria

1. A demonstrated commitment to advancing meaningful reconciliation with Aboriginal and/or Torres Strait Islander peoples through personal practice and a highly developed understanding of the systemic barriers and challenges experienced by Aboriginal and Torres Strait Islander communities specifically, but not limited to, Victoria.
2. Proven experience working with diverse stakeholder groups and to influence and negotiate to effectively drive an Indigenous self-determination agenda.
3. Exposure to programs, project management and researching policy within a complex organisation to drive desired outcomes in line with strategy.
4. Proven project management skills including the capacity to initiate and assist in continuous improvement in a dynamic environment and to provide strategic advice and support to senior management.
5. Demonstrated strong interpersonal and communication skills, including a proven capacity to build and maintain productive relationships with a wide range of internal and external groups, which include Indigenous community, industry partners and internal business units.
6. Demonstrated ability to work co-operatively and flexibly as a member of a team.
7. Proven ability to provide to work autonomously, manage competing priorities and deadlines and meet reporting requirements.

Qualifications

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| Endorsed: | Signature: | Approved: | Signature: |
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| | Name: Robbie van Dijk Title: Principal Advisor Date: 10 February 2021 | | Name: Kylie Dillon Title: Director Planning & Resources Date: |
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