

# INDIGENOUS ENGAGEMENT AND PROJECT OFFICER

DEPARTMENT/UNIT	William Cooper Institute
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Indigenous) and Senior VP
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Office of the Deputy Vice Chancellor (Indigenous) and Senior Vice-President** serves as a vital hub for Indigenous education, research and community engagement, and provides a clear mechanism through which the University hears Indigenous voices. It strives to advance Indigenous knowledge and perspectives and enhance Monash's ability to foster a culturally relevant and inclusive environment for Indigenous students and staff.

The portfolio drives Indigenous advancement and promotes active participation among students and staff. With a focus on growth, the portfolio has ambitious targets of growth in Indigenous students exceeding government targets; growth in Indigenous leadership; and growth of the University's contribution to Indigenous Nations on whose lands we operate.

Through the Indigenous portfolio, Indigenous leaders will have increased capacity and empowerment to strengthen Monash's research and learning and teaching. They will address future challenges, through meaningful strategic decision-making grounded in Indigenous lived experience and expertise. Ensuring that Indigenous voices are amplified, fostering self-determination and playing an influential role in shaping the university's direction.

The **William Cooper Institute** sits within the Office of the Deputy Vice Chancellor (Indigenous) and Senior Vice President and provides a point of focus for Monash University's engagement in Indigenous scholarships, including overseeing all Indigenous student activities University-wide, representing the University externally in Indigenous matters. The Institute provides a range of support services to current and prospective Indigenous students.

Monash and the William Cooper Institute values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

## POSITION PURPOSE

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The **Indigenous Engagement and Project Officer** provides a range of high-level project and event coordination to support the end-to-end delivery of projects in the William Cooper Institute and Office of the Deputy Vice-Chancellor (Indigenous). The Indigenous Engagement and Project Officer works closely with project partners and stakeholders to ensure the timely delivery of project deliverables. The position assists the Director by developing project documentation, updates and reports and undertakes a variety of administrative duties to support project objectives.

In addition, this role has responsibility to provide event support across the portfolio and will work closely with functional areas across the Office of the Deputy Vice-Chancellor (Indigenous).

The Indigenous Engagement and Project Officer operates with excellence and expertise in process and judgement to provide sound and timely advice and support to portfolio staff and other stakeholders.

**Reporting Line:** The position reports to the Director of the William Cooper Institute under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Provide a range of project support services including: assisting with project scoping and identifying deliverables, monitoring and reporting on project progress, developing and collating documents, reports and correspondence, coordinating and providing executive support to project committees and meetings
2. Plan and undertake project related tasks, ensuring they are completed in accordance with agreed standards and timeframes, acting as a key liaison point and subject matter expert in relation to project progress and objectives
3. Undertake research, analyse results, investigate options and provide recommended solutions to project related issues

4. Prepare position papers, briefings, reports and presentations for a range of audiences
5. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
6. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project- related administration, processes and systems
7. Support events and planning activity across the Deputy Vice-Chancellor (Indigenous) portfolio program of work.
8. Support the establishment of the Monash Indigenous Alumni Network, work to maintain and expand it.
9. Other duties as directed from time to time.

## **KEY SELECTION CRITERIA**

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**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)**

### **Education/Qualifications**

1. The appointee will have:
  - A degree in a relevant field with subsequent relevant experience; or
  - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. Excellent administration, project and event coordination skills with the ability to support projects and events through to completion in accordance with agreed standards and timeframes
3. Excellent planning, organisational skills, research, analytical and problem-solving skills, with experience establishing priorities and meeting deadlines
4. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
5. Strong relationship building skills, with the ability to engage stakeholders and communicate effectively, negotiate, and consult with Indigenous people on relevant matters
6. Highly-developed interpersonal and written communication skills, including experience in developing professional documentation
7. Experience and capabilities in planning and execution of activities and events that engage the Aboriginal and Torres Strait Islander community
8. Demonstrated knowledge and understanding of, and commitment to, upholding First Nations peoples, knowledges, cultures and experiences
9. Demonstrated experience working with Indigenous communities, knowledge and understanding of the Australian Indigenous societies and cultures, including the issues affecting Indigenous people in contemporary Australia and the diversity of the circumstances of Indigenous people
10. Confidence in your Indigenous identity, with the ability to provide Cultural and community engagement advice as required.

## **OTHER JOB RELATED INFORMATION**

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- Only Indigenous Australians are eligible to apply as this position is exempt under the Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic)
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.