

INDIGENOUS EMPLOYMENT BUSINESS PARTNER

DEPARTMENT/UNIT	HR Business Partnering
FACULTY/DIVISION	Monash HR
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

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 **Portfolio of the Chief Operating Officer and Senior Vice-President** is responsible for the University's administrative portfolio, which includes the majority of the University's internal and infrastructure support services and the link between the University and associated organisations. The portfolio ensures the effective integration of people, buildings and technology drive to support the University's objectives.

This position is located within **Monash HR**. We are forward thinkers in staff engagement and organisational performance, providing best-practice workforce management expertise and Human Resources services and solutions. We operate under the ethos of OneHR with values of integrity, collaboration, innovation and excellence, to support the University's people and processes now and into the future.

Monash and the Monash HR 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

The Indigenous Employment Business Partner is an integral contributor to the development and delivery of programs and initiatives designed to advance the University's Indigenous employment goals. Working in collaboration with senior stakeholders, supervisors and HR Business Partners, the Indigenous Employment Business Partner is responsible for developing and implementing contemporary strategies and initiatives to support the retention, development, engagement and career progression of Indigenous employees across Monash University.

The Indigenous Employment Business Partner provides specialist advice and expertise to support HR colleagues, Indigenous employees and leaders in managing Indigenous employment matters.

Reporting Line: The position reports to the Group Manager, HR Business Partnering

Supervisory Responsibilities: This position has a dotted line to one staff member

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to the development and delivery of initiatives outlined in the Reconciliation Action Plan 2023-2025, specifically those that are led by the Chief People Officer and aimed at improving employment outcomes of Aboriginal and Torres Strait Islander staff
2. Champion and support strategic change initiatives, reviews of policy, procedure and programs, in line with objectives of the Monash Aboriginal and Torres Strait Islander Framework 2019-2030, with a particular focus on strengthening the professional development, career advancement and retention of Indigenous staff, including the coordination of the Indigenous Staff Network.
3. Provide specialist advice, coaching and support to leaders relating to Indigenous employment matters and ensure effective workforce practices are in place to enable Indigenous employees to thrive
4. Contribute to building the capability of the broader Monash workforce to support the implementation of Indigenous employment initiatives, programs and strategies
5. Collaborate with the Office of the Deputy Vice-Chancellor (Indigenous) on the delivery of the Monash University Indigenous Graduate Program; informing professional development strategies and talent pathways
6. Monitor the University's progress and outcomes relating to the Indigenous employment and advancement goals and prepare regular reporting, insights and analytics

7. Develop high-quality documentation including papers, presentations, proposals, communications and briefings for a variety of audiences, including senior management and senior committees
8. Initiate, develop and maintain strong partnerships with key stakeholders with a focus on promoting collaboration and building productive stakeholder relationships
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications in HR or other relevant discipline and extensive relevant experience in contemporary HR service delivery; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated experience in engaging with, and supporting, Indigenous talent, with demonstrated experience working with Indigenous communities
3. Demonstrated human resource management skills and a track record to in deploying talent management strategies (attraction, development, movement and engagement) to achieve superior business outcomes
4. Excellent generalist HR skills and a proven ability to work with others to help reach their potential via coaching, mentoring and targeted development
5. Excellent consulting and relationship management skills, with the proven ability to develop effective strategic relationships with key stakeholders and the ability to interact, influence and negotiate at senior levels
6. Highly-developed research, analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
7. Outstanding planning and organisational skills, with experience in delivering organisational objectives within agreed timeframes
8. Strong project management skills with a proven understanding and application of all aspects of a project cycle, coupled with a track record of successful change management
9. Excellent interpersonal and communication skills to prepare and deliver technical and business papers, reports and proposals

OTHER JOB RELATED INFORMATION

- 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)
- 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

GOVERNANCE

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.