



POSITION DESCRIPTION

Position Title	INDIGENOUS STRATEGIES COORDINATOR	Position No.	50048136
Team	[People & Culture]	Classification	[Administrative/Professional]
Department	Indigenous & Diversity Inclusion	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 6]
Reports to	DIVERSITY & INDIGENOUS LEAD 30007320	HR Endorsement	30/08/2016

Purpose

To enable effective and efficient operations for the Bonner Committee and Indigenous strategies across the ABC through the provision of a comprehensive administrative and project support service.

This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Equity and Diversity Plan and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

Key Accountabilities

- Act as first point of contact for the ABC's Bonner Committee and provide high level project, clerical and administrative support to Indigenous Employment and Diversity team (IEDT) and the Bonner committee.
- Under direction from IEDT coordinate the day to day operations of the Bonner Committee, Indigenous Working Group, and various Indigenous events and RAP strategies including:
 - Assist with developing and running the Indigenous staff Conference and scholarships.
 - Overseeing and running various projects including Jawun
 - Lead and assist the organisation of related activities including NAIDIC week and Reconciliation Week and Gama etc.
 - Support data gathering for RAP and other reporting
 - Managing appointments, meetings, travel and accommodation needs;
 - Attending meetings, taking minutes and undertaking follow up actions as required;
 - Provide advice and support to teams on Indigenous employment, retention and RAP actions.
- Assist and coordinate community related projects, partnerships and events, liaising with internal and external stakeholders.
- Exercise discretion in handling or referring sensitive matters.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Report writing, administrative and organisational skills. Demonstrated ability to prepare minutes of meetings with actions, various written documentation clearly and accurately and work to tight deadlines.
2. Demonstrated ability to initiate plan and coordinate projects and events and ability to self-manage where necessary.
3. Excellent interpersonal and communication skills; Ability to make sound judgements and exercise tact and discretion.





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4. Demonstrated direct links and connections to Aboriginal and Torres Strait Islander communities and peak organisations and a demonstrated and proven ability to liaise and work directly with them.
5. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.