

## Position Description

### Facilitator, Cultural Capability (Indigenous)

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<b>Position No:</b>	New
<b>Business Unit:</b>	Deputy Vice Chancellor (Students)
<b>Division:</b>	Deputy Vice Chancellor (Students)
<b>Department:</b>	Indigenous Strategy and Education
<b>Classification Level:</b>	HEO7
<b>Employment Type:</b>	Full-time, Continuing
<b>Campus Location:</b>	Location Independent
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Purpose**

The overall purpose of the Facilitator, Cultural Capability (Indigenous) is to provide employee training and guidance to strengthen culturally responsive and effective practices for Aboriginal and Torres Strait Islander people. The position will play an integral role in the strengthening of the institutions cultural competence.

## **Duties at this level will include:**

- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Develops and/or improves the capability of staff within work area, motivating and mentoring them to better meet the current and future requirements of the faculty/division/department/work unit.
- Provides consultancy advice to others. May be recognised within or outside a Faculty or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Independently monitors, reviews and develops procedures in own functional area.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Provide cultural awareness training and develop relevant resources and training materials to enhance cultural competency
- Provide advice and guidance in relation to Aboriginal and/or Torres Strait Islander cultural practices
- Work in respectful partnership with a wide range of stakeholders to meet the needs of Aboriginal and Torres Strait Islander people
- Undertake other duties as directed by relevant colleagues.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated skills in research, evaluation or interpretation of data.
- Demonstrated high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Three to five years related experience in facilitating Cultural Competency Training.
- Respectful and deep knowledge of the local First Nations and Indigenous communities.
- Demonstrated understanding of cultural safety: an ongoing process of actively working to make services and systems safer and more equitable for Indigenous people.
- Exceptional facilitation skills to achieve goals and objectives.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively

## Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- 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)
- Must have a valid driver's license.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- **We are *Connected*:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are *Innovative*:** We tackle the big issues of our time to transform the lives of our students and society.
- **We are *Accountable*:** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- **We *Care*:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:            Date: