### Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Indigenous Workforce Development Coordinator</th>
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<tbody>
<tr>
<td>HEW Level:</td>
<td>HEW Level 7</td>
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<tr>
<td>Faculty/Office:</td>
<td>DVC - Academic</td>
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<tr>
<td>Position Number:</td>
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<tr>
<td>Department/Team:</td>
<td>Walanga Muru, Indigenous Strategy</td>
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<tr>
<td>Date:</td>
<td>July 2017</td>
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**Position Purpose:** To contribute to the sustainable development of the University's Indigenous workforce in order to attract, retain and develop Indigenous staff and provide an inclusive and culturally safe working environment. The position will also contribute to Macquarie University becoming an institution of choice for Indigenous employees.

### ORGANISATIONAL CONTEXT

The Deputy Vice-Chancellor (Academic) (DVC-A) is the chief academic officer of the University and is the member of the University Executive.

The DVC-A portfolio has a key role in overseeing the development of a balanced academic staff profile for the University as well as the capabilities of the academy. The portfolio also oversees the development and execution of Indigenous and widening participation strategies and plans as well as the operations of the University Art Gallery.

Walanga Muru, the Office of Indigenous Strategy, located within the DVC-A office, is a culturally safe environment that leads the development and implementation of the University's Indigenous engagement and advancement strategies.

Our objective is to create a distinct Indigenous brand that will attract and retain Indigenous students and staff. Our approach is to consult with Indigenous communities to identify the barriers to Indigenous education and employment, in order to develop programs and initiatives that will increase Indigenous enrolments, completions, and employment opportunities. We provide leadership and guidance on matters relating to Indigenous education and employment within the University.

### ORGANISATION CHART

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Director, Indigenous Strategy

Cultural Advisor

Team Leader - Indigenous Engagement Services

Team Leader Indigenous Strategy

Indigenous Research Lead

Academic Engagement Coordinator (x3)

Recruitment & Outreach Coordinator

Indigenous Outreach Officer

Project Coordinator

Corporate Engagement Officer

Indigenous Workforce Development Coordinator
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## KEY ACCOUNTABILITIES

- Coordinate the effective development and delivery of an Indigenous Employment Strategy across the University.
- Provide high level advice to the Team Leader, Indigenous Strategy, and other managers of Walanga Muru and the University to ensure effective outcomes are being met in relation to Indigenous employment.
- Coordinate, implement and evaluate relevant activities within the Indigenous Strategy 2016-2025 – including supporting sustainable increases in Indigenous employment to complement existing and future enterprise agreements, and supporting professional development and engagement opportunities for our current and emerging Indigenous workforce.
- Identify opportunities for Indigenous students to gain work experience relating to their area of study, including the recruitment and retention of cadets into relevant placements within and external to the University.
- Provide high level advice and recommendations in line with the Indigenous Strategy 2016-2025 to relevant senior staff in regards to Indigenous employment at the University.
- Support the development and coordination of programs to embed cultural competency across the University.
- Contribute to the development of the Indigenous workforce development policies as relevant.
- Provide advice and recommendations to the Team Leader, Indigenous Strategy and Policy on the budget requirements to ensure effective outcomes are maintained in Indigenous employment.
- Manage the ongoing improvement of Indigenous employment at the University by coordinating systematic evaluation and reporting and by providing advice to the Team Leader, Indigenous Strategy and Policy about revisions and improvements.
- Collaborate with Human Resources, Equity and Diversity, Faculties, Departments and Offices to provide advice and implement Indigenous employment policies and procedures.
- Contribute to the planning and key directions of Walanga Muru.
- Comply with relevant EEO and WHS regulations.

## POSITION CONTEXT

### Reports to:
Team Leader, Indigenous Strategy

### Positions Reporting to:
- Direct: nil
- Indirect: 23 Indigenous cadets

### Key Direct Clients:
- Heads of Office, Heads of Dept, Senior Managers
- Particular staff members in other offices or departments
- Immediate team members
- Human Resources
- MQ Indigenous students
- Indigenous community
- Other external contacts

### Other Key Relationships:
- Head of Department – Indigenous Studies
- Cultural Advisor
- MQ Aboriginal Advisory Committee
- PACE Office
- Particular staff members in other offices or departments
- Other staff members in own office or department

### Budget Accountability:
N/A

### Role-specific Conditions:
- Aboriginal and/or Torres Strait Islander

### Scope and autonomy
Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures.

### Problem solving
Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action.
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

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**CAPABILITY FRAMEWORK**

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Communication: Effectively grasping and conveying ideas and concepts to others.</td>
<td>Reliability: Meeting commitments and responsibilities.</td>
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<td>Service Focus: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td>Relationship Management: Establishing effective working relationships with others.</td>
<td>Initiative: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<tr>
<td>Analysis and Judgement: Evaluating information and data to solve problems and make decisions.</td>
<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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<tr>
<td>Influence and Persuasion: Gaining other people’s buy-in and engaging their support.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Teamwork: Working in collaboration with others to achieve shared goals.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- A degree preferably in a related field with extensive experience; or an equivalent combination of relevant experience and or education/training.
- Experience in working with Aboriginal and Torres Strait Islander peoples, and a knowledge and understanding of the issues relating to Aboriginal and Torres Strait Islander peoples particularly in relation to employment.
- Computer skills including Microsoft Office and online information resources.

### KEY EXPERIENCES
Practical experiences and exposure to specific environment or activities related to successful performance.

- Project management experience in comprehensive programs and/or projects.
- Analytical skills related to problem solving and research.
- Experience in administration including continuous improvement of the design, implementation and quality assurance of business processes, and working to deadlines.
- Using information management systems.
- Building and maintaining strong reciprocal relationships with multiple stakeholders.
- Experience in the higher education or community sector.
- Professional experience in cultural environments, particularly, Indigenous groups or youth groups.
- Adapting communication style and approach across a diverse group of clients/stakeholders.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.

- Knowledge of Indigenous programs and structure.
- Knowledge of Indigenous policies, systems, processes and procedures.
- Knowledge of what other areas of the University do and how they interact with the faculty/office.
- Knowledge of University governance and regulatory requirements.