

Position Title	Senior Manager, Indigenous Employment
Classification	Level 10, Grade 1
School/Division	School of Indigenous Studies
Centre/Section	School of Indigenous Studies
Supervisor Title	Pro Vice-Chancellor (Indigenous Education) and Head of School (Indigenous Education)
Supervisor Position Number	101511
Position Number	822083

Your work area

The Office of the Pro Vice-Chancellor Indigenous (PVC I) is responsible for leading the Indigenous Portfolio and the development and implementation of Indigenous strategy throughout the University. The Office also provides strategic leadership of the School of Indigenous Studies. The Indigenous Portfolio aspires to lead change for Aboriginal people, develop future leaders and demonstrate leadership in Indigenous knowledges.

The Indigenous Portfolio provides stewardship and works in partnership to deliver the University's Indigenous Workforce Strategy to improve employment outcomes for Indigenous peoples at UWA. In addition, the Portfolio includes the Berndt Museum, and the Poche Centre for Indigenous Health. Through these entities the Office of the PVC Indigenous has responsibility to deliver multi-disciplinary teaching and research programs and provide specialised support and services to current and future Indigenous students.

Reporting structure

Reports to: Pro Vice- Chancellor (Indigenous Education) and Head of School (Indigenous Education)

Direct reports: Indigenous Workforce Specialist

Your role

The Senior Manager, Indigenous Employment provides complex, high-level creative and managerial leadership, exercising advanced judgment in planning and delivering programs that support Indigenous employment across the University. The role is responsible for leading the development, implementation, ongoing review and reporting of portfolio-level Indigenous Workforce Strategy and Action Plan, ensuring alignment with the University Strategy and Indigenous Portfolio priorities.

Reporting to the Pro Vice-Chancellor (Indigenous), you will operate under broad direction with a high overall degree of autonomy, independently managing diverse activities and multidisciplinary teams across administrative, technical and professional domains. You will generate and apply advanced theoretical and applied knowledge to address significant and multifaceted challenges and lead the design and implementation of solutions aligned with the portfolios strategic and operational goals. The position plays a key senior leadership role in shaping culturally safe workforce practices within the Indigenous Employment portfolio, strengthening accountability, and promoting Indigenous employment within the portfolio and collaborating areas.

The role works in close partnership with People and Culture and has leadership responsibility for Indigenous workforce specialists supporting delivery and implementation.

Your key responsibilities

- Lead complex, high-level planning, program development and managerial functions, including the development, implementation, monitoring and continuous improvement of the University's Indigenous Workforce Strategy and Action Plan.
- Provide high-level advice to the Pro Vice-Chancellor (Indigenous), and relevant senior staff.
- Lead and co-ordinate portfolio-based Indigenous workforce programs, driving initiatives addressing attraction, retention, development, progression and leadership pathways for Indigenous staff, in collaboration with People & Culture and aligned to broader organisational workforce priorities.
- Work in close partnership with People & Culture to contribute to the design and delivery of agreed workforce initiatives, providing culturally informed advice and contributing directly to the work required to deliver agreed outcomes.
- Strengthen organisational accountability for Indigenous workforce outcomes across Schools and portfolios through senior leader engagement, clear expectations and progress reporting.
- Maintain effective relationships with internal stakeholders and relevant community partners
- Provide leadership and direction to Indigenous workforce delivery roles, ensuring clear role scope, capability alignment and effective connection between strategy and on-the-ground delivery.
- Manage Indigenous workforce data, insights and reporting relevant to portfolio priorities, applying advanced analytical judgment to inform senior decision-making and track performance against organisational targets.
- Design and deliver complex, high-level capability development programs, including Indigenous cultural capability and workforce capability initiatives in collaboration with People & Culture, ensuring alignment with broader organisational capability priorities.
- Provide advice and support to People & Culture on complex or sensitive workforce matters impacting Indigenous staff where Indigenous cultural or contextual expertise is required.
- Represent the University at senior levels on Indigenous employment matters as required.
- Other duties as directed, consistent with the senior leadership responsibilities of the role.

Your specific work capabilities (selection criteria)

- Relevant tertiary qualification or demonstrated equivalent competency.
- Extensive experience in Indigenous employment matters, preferably in a university or related environment.
- Demonstrated ability to successfully engage and work with Indigenous peoples and communities.
- Demonstrated ability to integrate and embed Indigenous perspectives when advising on complex employment matters.
- Ability to design and deliver training programs.
- Excellent written and verbal communication skills and the ability to build relationships across a range of stakeholders across the University.
- Excellent organisational skills with the demonstrated ability to set priorities and to meet deadlines.
- Ability to work independently, show initiative, problem solve and work productively as part of a team.

- Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Special requirements (selection criteria)

Aboriginality is a requirement for this position under Section 50(d) of the WA Equal Opportunity Act, 1984.

Occasional interstate travel and travel within the state may be required.

Current National Police clearance certificate.

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).