Position Description

College/Division: People and Culture
Department/Unit: Talent and Capability
Position Title: Senior Consultant - Indigenous Employment and Retention
Classification: ANU Officer Grade 8 (Administration)
Responsible to: Diversity and Inclusion Manager

PURPOSE STATEMENT:
The Senior Consultant – Indigenous Employment and Retention is responsible for providing high level advice and support to stakeholders across the University, contributing to the attraction and retention of Aboriginal and Torres Strait Islander staff and participating in a broad range of recruitment and retention strategy projects and implementation.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Senior Consultant – Indigenous Employment and Retention supports the University's strategic objective to be an employer of choice for Indigenous Australians. The Senior Consultant does this by facilitating an appropriately supportive environment and identifying career paths for Aboriginal and Torres Strait Islander staff across the University. As part of People and Culture, the Senior Consultant – Indigenous Employment and Retention is responsive to the First Nations Portfolio, and works closely with the Talent and Capability and Recruitment and Executive Search teams, as well as external agencies. The position liaises with HR practitioners across campus and First Nations communities and organisations on the development, implementation and monitoring of appropriate strategies for improving the University’s employment outcomes and the University experience for Aboriginal and Torres Strait Islander staff.

Role Statement:
Under the broad direction of the Diversity and Inclusion Manager, the Senior Consultant – Indigenous Employment and Retention will:
1. Lead the development, implementation, evaluation and reporting on strategies and projects to facilitate the achievement of a more diverse workforce in the University with a particular focus on Aboriginal and Torres Strait Islander peoples.
2. Establish and maintain partnerships with specialist employment and training agencies, and close links with Aboriginal and Torres Strait Islander communities and organisations and Colleges, as well as other Aboriginal and Torres Strait Islander employment practitioners, to promote the employment, retention and support of Aboriginal and Torres Strait Islander people within the University.
3. Advise areas on all aspects of recruitment, selection and ongoing support for Aboriginal and Torres Strait Islander staff.
4. Develop networks to effectively liaise and consult with University staff to identify employment pathways for Indigenous Australians. This includes students studying at the University or in the education sector, providing appropriate recruitment support.
5. Develop, promote and support the University's network for Aboriginal and Torres Strait Islander staff, and mentor individual staff members in a culturally appropriate manner as required, including arranging for other appropriate mentoring and career enhancement opportunities to ensure retention and development of Aboriginal and Torres Strait Islander staff.
6. Facilitate a better understanding of Indigenous Australian culture within the University and in consultation with relevant ANU staff, and the Aboriginal and Torres Strait Islander community, providing strategic advice, planning and implementing appropriately targeted cultural awareness training across the University.
7. Comply with all ANU policies and procedures, and in particular those relating to equal opportunity and work health and safety.
8. Perform other duties as requested, consistent with the classification level of the position and in accordance with the principle of multi-skilling.
SELECTION CRITERIA:

1. Demonstrated knowledge of and interest in Aboriginal and Torres Strait Islander cultures and communities and issues affecting Indigenous employment and career development.
2. Relevant experience and progress towards postgraduate qualifications OR an equivalent combination of relevant experience and education/training.
3. Proven track record in the development, implementation and evaluation of strategic employment initiatives and programs for Aboriginal and Torres Strait Islander staff.
4. Well-developed verbal and written communication skills, including the ability to liaise with a broad range of stakeholders, including senior managers, staff and external providers and work effectively with a broad range of culturally diverse people and organisations.
5. Proven ability to influence stakeholders within an organisational context and facilitate organisational and cultural change.
6. Demonstrated ability to work effectively both independently and as a team member.
7. A demonstrated high-level understanding of equal opportunity principles and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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References:

Professional Staff Classification Descriptors