



Position Description

First Nations Employment Adviser

Strategy, Partnerships and Inclusion

Division of People and Culture

This is an identified position and applications are sought from Indigenous Australians pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW).

Classification	Level 7
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	N/A
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	13 September 2022



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

Our Students	<ul style="list-style-type: none"> • Commencing progress rate • Student experience
Our Research	<ul style="list-style-type: none"> • Research income • Research quality and impact
Our People	<ul style="list-style-type: none"> • Engagement • All injury frequency rate
Our Social Responsibility	<ul style="list-style-type: none"> • Underlying operating result • Community and partner sentiment



Division of People and Culture

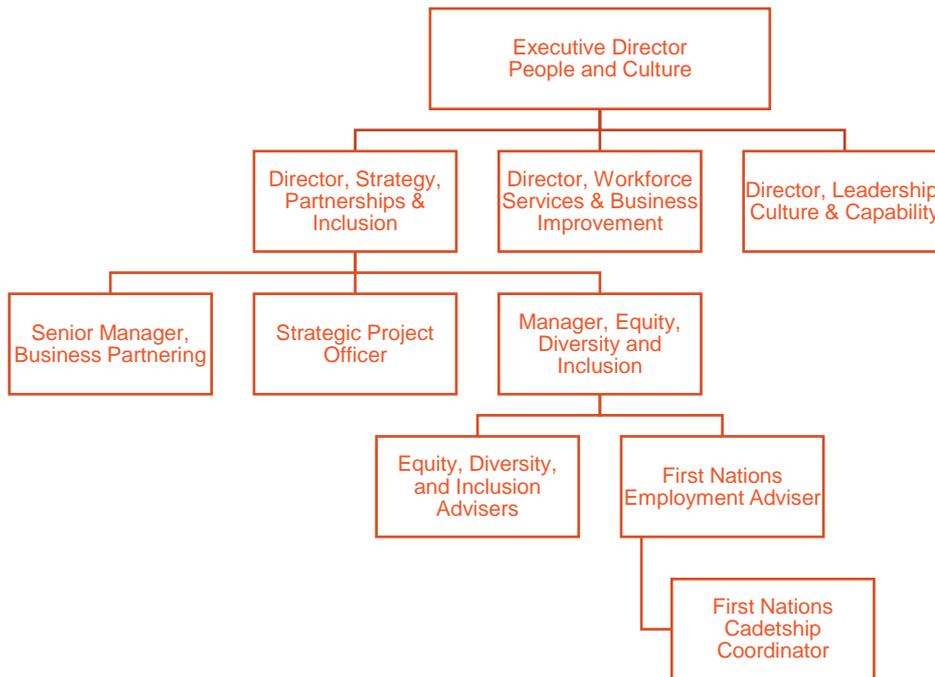
Equity, Diversity and Inclusion

The [Division of People and Culture](#) is embarking on an exciting journey of transformation as it commences the delivery of its 2030 People Enabler Strategy as part of the University's newly adopted strategic direction. The Division will play a key strategic role in delivering on the University's core focus of its People. The objective of the People Strategy is to develop and empower our people to achieve excellence in pursuit of the of the overall University Strategy. The Division has recently been re-shaped to sharpen its focus on delivering on its strategic outcome with the following areas created as part of the People and Culture Division.

- Leadership, Talent and Capability
- Workforce Services and Business Improvement
- Strategy, Partnerships and Inclusion

The Equity, Diversity and Inclusion function, within the Strategy Partnerships and Inclusion directorate, champions a safe and connected community that delivers equity, diversity, inclusion and belonging for all at Charles Sturt University. The team are currently developing a First Nations Employment Strategy and an Equity, Diversity and Inclusion Strategy to increase employment and engagement across key identified areas so staff can reach their full potential. This is supported by open collaboration and communication, policies, systems, and maintaining compliance with all relevant statutory obligations.

Organisational chart





Reporting relationship

This position reports to: Manager, Equity, Diversity and Inclusion

This position supervises: First Nations Cadetship Coordinator

Key working relationships

- First Nations staff and students at Charles Sturt University
- Charles Sturt staff and leadership teams
- Division of People and Culture teams
- Division of Safety, Security and Wellbeing teams
- First Nations communities where Charles Sturt's campuses are located
- External agencies, networks and peak bodies

Position overview

The First Nations Employment Adviser is responsible for developing, promoting, implementing and evaluating the University's First Nations Employment Strategy in consultation with external and internal stakeholders. The position plays a key role in providing advice and guidance within the Division of People and Culture and the University in relation to the attraction, retention and development of First Nations staff. The First Nations Employment Adviser also oversees the First Nations Cadetship Program, a program to develop our First Nations students through cadetships within the University.



Principal responsibilities

- Implement, review and make recommendations on Charles Sturt's First Nations Employment Strategy, in consultation with internal and external stakeholders.
- Promote the First Nations Employment Strategy and the University's progress and achievements extensively both internally and externally, through a variety of forums and media, including monitoring and reporting on implementation.
- Establish links with specialist employment and training agencies, First Nations community organisations, schools and other relevant bodies to enhance community awareness of and access to employment opportunities at Charles Sturt.
- Actively liaise with Faculties and Divisions, including senior management, with a view to advancing First Nations employment across the University.
- Investigate labour market programs available to the University and other external sources of funding, prepare submissions and negotiate placements.
- Actively support recruitment for positions targeted under specific First Nations programs and provide expert advice to managers and People and Culture staff on recruitment strategies for Identified positions.
- Develop proactive programs and work closely with supervisors of First Nations recruits, providing support and advice to facilitate onboarding activities, professional development opportunities and retention.
- Provide support to First Nations staff, such as establishing staff networks and forums, identifying opportunities for professional development and making referrals to other appropriate University staff support services.
- Assist in the evaluation, review and where appropriate, development of People and Culture policies that are inclusive and culturally responsive to the needs of First Nations peoples.
- Facilitate a better understanding of First Nations cultures within the University, including contributing to cross cultural training programs.
- Participate in relevant sector professional networks, and benchmark Charles Sturt's First Nations Employment Strategy with other First Nations employment initiatives within and outside the sector.
- Other duties appropriate to the classification.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Take action	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
Analyse	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.
Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Influence	Create compelling arguments to persuade others and promote ideas that add strategic value.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Work at a computer-based workstation and operate other typical office equipment.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Identify as an Indigenous Australian.
- B. Demonstrated knowledge and understanding of Indigenous Australian cultures and issues affecting Aboriginal and Torres Strait Islander people, particularly in relation to employment, and a demonstrated ability to work effectively with Indigenous communities.
- C. A relevant degree with at least 4 years subsequent relevant experience to consolidate theories and principles learned, or extensive project and program management experience (from planning and implementation through to evaluation), or an equivalent level of knowledge gained through any combination of education, training and/or experience.
- D. Demonstrated experience in the development, implementation and evaluation of innovative and contemporary First Nations employment strategies, programs and initiatives.
- E. Well-developed interpersonal and communication skills, including negotiation report writing and presentation skills, and an ability to liaise effectively with a diverse range of staff.

Desirable

- F. Experience in delivering Cultural Awareness Programs.
- G. Experience in human resource practices, particularly in regard to attraction and retention.



● Brisbane

New South Wales

● Dubbo

● Port Macquarie

● Orange

● Bathurst

Goulburn
NSW Police Academy ●

● Sydney

● Wagga Wagga

● Canberra

● Albury-Wodonga

● Wangaratta
Regional Study Centre

Victoria

● Melbourne

● - Capital city ● - Campus location

