



# INDIGENOUS ENGAGEMENT COORINATOR

<b>DEPARTMENT/UNIT</b>	Fire to Flourish, Monash Sustainable Development Institute
<b>FACULTY/DIVISION</b>	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President
<b>CLASSIFICATION</b>	HEW Level 8
<b>DESIGNATED CAMPUS OR LOCATION</b>	New South Wales or Clayton campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organisational and governance and structure is available at [www.monash.edu/about/structure](http://www.monash.edu/about/structure).

The **Pro Vice Chancellor (Indigenous)** leads the universities agenda around the Aboriginal and Torres Strait Islander Framework, and **Heads** the **William Cooper Institute**, which provides a point of focus for Monash University's engagement in Indigenous scholarship, including overseeing all Indigenous activities University-wide, representing the University externally in Indigenous matters.

The William Cooper Institute connects research, learning and engagement for and about Aboriginal and Torres Strait Islander Peoples and communities through the establishment of a 'hub-and-spoke' model of Indigenous leadership and participation across and within the University.

As a leading interdisciplinary research, education and impact organisation, **Monash Sustainable Development Institute (MSDI)** is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact.

MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit [www.monash.edu/msdi](http://www.monash.edu/msdi).

The **Fire to Flourish** program is a partnership between Monash University, the Paul Ramsay Foundation, Metal Manufactures Pty Ltd and The Australian Centre for Social Innovation. It was formed in response to the 2019/2020 Australian bushfires which aims to build resilience in communities experiencing entrenched disadvantage that were affected by the bushfires. Fire to Flourish brings together a consortium of partners with the University's interdisciplinary research capabilities to work with these communities over a 5 year program to build resilience and develop the connections and leadership to shape their trajectories towards a thriving future through community-led processes. Led by the Monash Sustainable Development Institute, Fire to Flourish will develop an inclusive, participatory and evidence-based model for strengthening resilience across social, built, natural, institutional and economic domains. Fire to Flourish has a significant focus on supporting communities to lead their own local initiatives and connect with each other to create the capacity, conditions and solutions for their long-term resilience.

## POSITION PURPOSE

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The purpose of the Indigenous Engagement Coordinator is to ensure Indigenous perspectives, knowledges and ways of being are creatively and successfully practiced in the delivery of the Fire to Flourish program. This includes enhancing opportunities for partnerships across a range of Indigenous communities to ensure the program has a meaningful and lasting positive social impact.

The Indigenous Engagement Coordinator provides a range of complex coordination and program management services to increase and enhance opportunities for Fire to Flourish to actively engage with Aboriginal and Torres Strait Islander people as contributors to and leaders in the goals of the program.

The Indigenous Engagement Coordinator is a critical part of the Fire to Flourish program, liaising with partner communities, partner organisations and program staff. The role's focus is on engagement with Indigenous communities and stakeholders, project management, coordination and facilitation of community-based Indigenous staff members, and liaison with research teams.

The Indigenous Engagement Coordinator supports Indigenous team members in the Fire to Flourish program, including community-based staff, facilitators and researchers. The Project Coordinator will also be connected to and culturally supported by the Fire to Flourish's Indigenous Reference Group.

**Reporting Line:** The position reports to Briony Rogers, Director Fire to Flourish, Monash Sustainable Development Institute. The position will have a dotted reporting line to Professor Jacinta Elston, Pro Vice-Chancellor (Indigenous) and Head, William Cooper Institute

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Manage a budget of varying amounts depending on individual project requirements

## KEY RESPONSIBILITIES

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1. Contribute to strategic planning and the achievement of goals relevant to engagement, research and capability building of Indigenous communities partnering in the Fire to Flourish program
2. Enhance opportunities for partnerships across a range of Indigenous communities and organisations in achieving the Fire to Flourish program objectives
3. Manage and coordinate the operation of engagement, research and capability building activities with partner Indigenous communities in accordance with best practice and University policies, procedures and strategic priorities

4. Manage and develop a highly-trained, motivated and efficient Indigenous team within the Fire to Flourish program, with a strong community-led focus
5. Manage and coordinate an environment of continuous review and improvement of practices, operational processes and service provision within the parts of the Fire to Flourish program that are focused on Indigenous engagement
6. Undertake research, data analysis and management in partner Indigenous communities, including regular reporting to the Program Delivery Team and provision of expert, specialist advice
7. Exercise strong budget management for the Indigenous engagement, research and capability building services managed, where required
8. Manage and coordinate projects, the review and development of policy and procedure, and compliance and quality processes relevant to engagement, research and capability building with partner Indigenous communities
9. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice
10. Work closely within the team across the William Cooper Institute to enhance Monash University's capability in effective engagement and collaboration with Indigenous communities for community-led research at an operational level
11. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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Only Indigenous Australians are eligible to apply as this position is exempt under the Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

### **Education/Qualifications**

1. The appointee will have:
  - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
  - extensive experience and leadership expertise; or an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. Demonstrated experience working with and in Indigenous Communities
3. Bring understanding and appreciation of Aboriginal and Torres Strait Islander cultures and knowledge of protocol
4. Ability to work effectively within the William Cooper Institute's cross-cultural education and awareness program as it pertains to the context and history of Australia's first nation communities
5. Excellent operational management skills and experience in coordinating a successful function, program or service including a proven ability to provide authoritative specialist advice
6. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
7. Demonstrated management or senior administration experience in a matrix, or large and complex management structure
8. People leadership and supervisory experience in a complex environment, with the ability to motivate and develop a high-performance team committed to service excellence

9. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems
10. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels and a record of relationships with First Nations People
11. Advanced computer literacy, particularly with current business management software packages and their various applications
12. Commitment and capability to uphold the core principles of the Fire to Flourish program in all aspects of the role: Be community-led; Foreground Aboriginal Wisdom; Enhance inclusion and self-determination; be strengths-based and trauma-informed; be holistic and impactful; learn, adapt and evolve

## **OTHER JOB RELATED INFORMATION**

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- Regular travel to communities in regional NSW and regional Victoria will be required
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.