

# INDIGENOUS COMMUNITIES ENGAGEMENT MANAGER

DEPARTMENT/UNIT	Information Technology Faculty Office
FACULTY/DIVISION	Faculty of Information Technology
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Faculty of Information Technology** aims to lead global IT research and education. Our strong reputation and international profile attracts the best students worldwide and we offer a range of accredited courses that transform our graduates into highly skilled and sought after IT professionals, equipped to work globally. Our research is multidisciplinary, multi-campus and multinational, giving us a unique capacity to reach out further and deeper than any other institution in Australia. Our research priorities are both technically ambitious and embedded in everyday life. To learn more about the Faculty and the exciting work we do, please visit our website: [www.monash.edu/it](http://www.monash.edu/it).

## POSITION PURPOSE

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The Indigenous Communities Engagement Manager provides a range of complex co-ordination and management of Indigenous community related programs and initiatives for the Faculty of Information Technology.

The Indigenous Communities Engagement Manager will support the Faculty's Associate Dean Indigenous as the liaison point between Aboriginal Communities and client groups, and the Faculty of Information Technology. The incumbent will work closely with the William Cooper Institute to support Indigenous advancement across Monash University.

**Reporting Line:** The position reports to the Senior Manager, Operations and Planning

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Contribute to strategic planning and the execution of activities that lead to the achievement of Faculty of Information Technology's education, research and engagement goals
2. Provide leadership in embedding Indigenous knowledges and perspectives across Faculty programs and enhancing the cultural capabilities of Faculty staff and community participants
3. Lead and manage the Faculty's Indigenous Community Engagement and capability building activities with partner Indigenous communities in accordance with best practice and University policies, procedures and strategic priorities
4. Prepare position papers, briefings, reports and presentations for a range of audiences, including senior management
5. Undertake research, consultation, data analysis and management in partnership with Indigenous communities, including regular business reporting and provision of expert, specialist advice
6. Represent the Faculty on Indigenous matters and contribute to the promotion of Indigenous entrepreneurship, partnership and business development opportunities with industry, government and Indigenous Communities, including working with others to realise funding opportunities, research collaboration, joint ventures and agreements
7. Manage and co-ordinate projects, the review and development of policy and procedure, and compliance and quality processes relevant to the functional area
8. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff
9. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

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

## **Knowledge and Skills**

2. Strong Indigenous identity with proven connections to Aboriginal and Torres Strait Islander cultures and knowledge of relevant community protocols
3. Proven record of successfully working with Indigenous Communities progressing their cultural, entrepreneurial and economic aspirations
4. Demonstrable ability to work effectively within an organisations cross-cultural education and awareness program as it pertains to the context and history of Australia's First Nations Communities
5. Excellent project management skills including planning, organisation, and prioritisation, and experience in coordinating a successful program or services, including a proven ability to provide specialist policy advice
6. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels
7. Advanced computer literacy, particularly with current business management software packages and their various applications

## **OTHER JOB RELATED INFORMATION**

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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)
- 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.