

Position Title	Indigenous Workforce Engagement Specialist
Classification	Level 8
School/Division	School of Indigenous Studies
Supervisor Title	Pro Vice-Chancellor Indigenous Education

Your work area

The University of Western Australia is committed to increasing the representation of Indigenous people in its workforce to support the needs of a diverse community.

The Office of the Pro Vice-Chancellor Indigenous Education and School of Indigenous Studies offers various programs and support services, advocating for Indigenous cultural competency policy and education at local and international levels.

Reporting structure

Reports to: Pro Vice-Chancellor Indigenous Education.

Dotted line: Associate Director, HR Projects.

Your role

As the appointee you will, under broad direction, play a crucial role in the development, implementation, and oversight of the Indigenous Workforce Action Plan. Your responsibilities will include liaising with senior leaders to advance Indigenous employment initiatives, building relationships with internal and external stakeholders, and closely collaborating with Human Resources to facilitate cultural and measurable change across the University. Additionally, you will support Indigenous staff networks, and contribute to fostering a deeper understanding of Indigenous culture at UWA.

Your key responsibilities

Develop, execute, and evaluate workforce strategies and programs to achieve key organisational outcomes for the Indigenous Workforce Strategy.

Liaise with senior leaders and managers to advance UWA's strategy to increase Indigenous staff employment, enhance career development and progression, and drive Indigenous employment initiatives.

Develop and sustain meaningful relationships with internal and external stakeholders to establish networks and support systems promoting Indigenous staff employment, development, and retention at UWA.

Develop and maintain information pertaining to Human Resource matters including policies and procedures, to increase Indigenous staff employment at UWA.

Support the Indigenous staff network and contribute to developing a greater understanding of Indigenous culture within the University.

Analyse data on indigenous workforce trends, barriers, and successes.

Support educational and engagement initiatives for staff led by the Office of the Pro Vice-Chancellor (Indigenous Education) in collaboration with Human Resources.

Other duties as directed.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency.

Demonstrated ability to successfully engage and work with Indigenous peoples and communities.

Substantial relevant experience in Indigenous workforce development and recruitment.

Demonstrated ability to provide high level advice and facilitate delivery of Indigenous Workforce Strategies.

Highly developed analytical skills.

Excellent written and verbal communication skills.

Excellent organisational skills with the demonstrated ability to set priorities and meet deadlines.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Special requirements (selection criteria)

Occasional travel within the state may be required.

Current "C" class driver's licence.

Current Working with Children Check.

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](#).