



POSITION DESCRIPTION

Indigenous Development Team

Faculty of Medicine Dentistry and Health Sciences

ONLY INDIGENOUS AUSTRALIANS ARE ELIGIBLE TO APPLY AS THIS POSITION IS EXEMPT UNDER THE SPECIAL MEASURE PROVISION, SECTION 12 (1) OF THE EQUAL OPPORTUNITY ACT 2011 (VIC). ONLY ABORIGINAL OR TORRES TRAIT ISLANDER PEOPLE ARE ELIGIBLE TO APPLY

Indigenous Development Project Officer

POSITION NO	0041551
CLASSIFICATION	UOM 6
SALARY	\$83,301 - \$90,170 p.a (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 2 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Josh Cubillo Tel +61 3 8344 6403 Email josh.cubillo@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The University's inaugural Reconciliation Action Plan (RAP) 2011–2013 was expressly aimed at developing both institutional knowledge and the fundamental processes that support Indigenous development and contribute to Indigenous wellbeing. RAP2 focused on a range of strategies and initiatives to support Faculties and Graduate Schools to achieve their own reconciliation outcomes as appropriate to their particular contexts.

In 2018 the University launched RAP3 with a focus on the key areas of Partnerships, Cultural Recognition, Student Recruitment and Retention, Staff Employment, Teaching and Learning Strategies, Research.

The Indigenous Development Team within the Faculty of Medicine, Dentistry and Health Sciences (MDHS) has successfully led a range of projects to deliver on our RAP commitments and are now seeking an Indigenous Development Project Officer to join the team.

Under the direction of the Indigenous Development Manager, the Indigenous Development Project Officer will assist with the planning, coordination and implementation of key projects and initiatives as part of the Faculty's ongoing strategic response to RAP3. Projects accompanying the work may include the development of an MDHS Indigenous Graduate Pathway and strategies to share the Faculty's Indigenous Development work.

Further information on the University's Reconciliation activities can be found here:

<http://about.unimelb.edu.au/strategy-and-leadership/reconciliation/home>

1. Key Responsibilities

- ▶ Contribute to the development, implementation and evaluation of both the Faculty's Indigenous Student Recruitment and Retention Plan and Indigenous Employment Plan initiatives aligning with RAP3 goals.
- ▶ Provide project advice and support to the Manager, Indigenous Development and Associate Dean (Indigenous Development).
- ▶ Provide administrative support to the Manager, Indigenous Development and Associate Dean including organising and facilitating meetings, preparing agendas, meeting papers and reports related to Indigenous Development.
- ▶ Contribute to the planning, delivery and support of programs and events such as Ngurra-Jarradjak (Healthy) Indigenous Graduate Study Options Program, Billebellary's Walk as directed by the Manager, Indigenous Development
- ▶ Actively build and maintain strong and effective relationships with Faculty, University-wide and external partner stakeholders.
- ▶ Liaise with internal and external stakeholders to ensure optimal communication regarding Faculty initiatives, strategy development and community activities
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ An appropriate tertiary qualification or demonstrated project development experience (preferably in Health or Education) or an equivalent combination of relevant experience and/or education/training.
- ▶ Highly developed organisational and time management skills with a proven ability to work under pressure, prioritise tasks to meet competing deadlines with a high degree of accuracy and attention to detail.
- ▶ Ability to work collaboratively and flexibly both in a team and independently in a fast-paced environment.
- ▶ Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of people including students, academics, representatives from external organisations, governments and Indigenous community members.
- ▶ Demonstrated ability to achieve high levels of performance and attention to detail, particularly in a complex and changing environment
- ▶ Demonstrated ability to deal with sensitive issues, maintain confidentiality and provide impartial advice with familiarity, sensitivity and respect for the diverse needs, aspirations and cultures of Indigenous societies.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite (e.g. Word, Excel, PowerPoint, Outlook), process mapping applications and large integrated databases.

2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector

2.3 OTHER JOB-RELATED INFORMATION

- ▶ This position may require you to hold a current and valid Working with Children Check.
- ▶ Occasional work out of ordinary hours, travel, etc.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The ability to operate with a high level of autonomy and delegated responsibility, under the broad direction of the Manager, and Associate Dean (Indigenous Development). Working with a considerable amount of independence, you will be expected to be proactive, demonstrating initiative and tact whilst working with academic and professional staff across the university as well as external stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The ability to exercise sound judgment and strong problem solving and analytical skills at both a strategic and administrative level. The incumbent should be results and solution oriented and comfortable reporting problems to senior staff.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Demonstrated independence and significant understanding of the range of multifactorial influences on Indigenous Development within the University sector.

Utilising excellent interpersonal skills, tact and patience you will respond effectively in a busy and diverse office environment, have a good knowledge of University and community relationships and contribute to developing effective strategies for Indigenous Development. In addition, you will be expected to interact in a culturally appropriate way with members of the Indigenous community.

3.4 RESOURCE MANAGEMENT

Responsible for efficient time management and effective use of work resources without compromising on quality.

3.5 BREADTH OF THE POSITION

The incumbent will perform a range of tasks including establishing and building relationships with both internal and external stakeholders. The incumbent will be expected to perform these tasks with a high level of independence, underpinned by a professional and quality service ethos within existing Faculty and University guidelines.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>