

INDIGENOUS SENIOR PROJECT OFFICER

DEPARTMENT/UNIT	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President
FACULTY/DIVISION	Office of the Vice-Chancellor and President
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

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 ground-breaking 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 – [#ChangeIt](#) with us.

The **Portfolio of the Vice-Chancellor and President** is responsible for the high level coordination for, and management and advice to the President and Vice-Chancellor, leadership in the management and delivery of key strategic university-wide and cross portfolio initiatives, leadership of the group governance function (incorporating policy, quality, internal audit and risk in addition to the provision of effective executive support for the Monash University Council and its subcommittees and provision of governance support to the entities comprising the Monash Group), strategic communications, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

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 governance and structure is available at www.monash.edu/about/structure

POSITION PURPOSE

The **Indigenous Senior Project Officer** utilises senior-level, specialist knowledge to oversee and deliver research services to support the operations of the DVC Research Portfolio, working with the Director, Indigenous Research this role supports the operations across research services. The Indigenous Senior Project Officer performs and oversees a range of significant and complex activities that play a critical role in supporting the achievement of exceptional research services. This includes managing, overseeing and preparing briefs and strategic planning documents, recruiting and developing HDR's, undertaking complex analysis, providing expert advice and training, while ensuring a compliant and safe research environment.

The purpose of the Indigenous Senior Project Officer is to ensure Indigenous perspectives, knowledge and ways of being are creatively and successfully practiced in the delivery of high-level and professional research services. The role's focus is on engagement with Indigenous communities and stakeholders, project management, and liaison with research teams.

Reporting Line: The position reports to Director, Indigenous Research under broad direction with a degree of autonomy

Supervisory Responsibilities: Not Applicable

Financial Delegation: Not Applicable

Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Manage and coordinate projects aligned to the strategic goals for the Indigenous Research Action Plan, focusing on engagement, research and capability building. Ensure that projects are effectively managed to meet their objectives and contribute to the priorities of the portfolio.
2. Ensure Indigenous HDRs have access to tailored support services, includes mentoring programs, networking opportunities, and specific guidance on navigating the research environment within the university.
3. Establish targeted recruitment strategies and outreach programs to attract new Indigenous HDR candidates, a focus on building relationships with Indigenous communities and educational institutions to promote research opportunities and highlight pathways for prospective students.
4. 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 to support the research community across Monash in better engagement and lift partnering capabilities.

5. Manage and support projects across the DVCR Portfolio to deliver Impact 2030 and in particular to support the attraction, growth and development of Indigenous research talent both professional and academic.
6. Manage and coordinate an environment of continuous review and improvement of practices, operational processes and service provision within the parts of the DVCR Portfolio that are focused on Indigenous engagement.
7. Undertake research, data analysis, including regular reporting to the Director on progress towards and provision of expert, specialist advice, including support for research by applying the AIATSIS Code of Ethics framework.
8. Exercise strong budget management for relevant projects across the Indigenous engagement, research and capability building initiatives, where required.
9. Represent the research unit, department or facility and business development opportunities with industry, business, government and the community, including working with others to realise funding opportunities, research collaboration, joint ventures and agreement.
10. Review and development of policy and procedure, and compliance and quality processes relevant to engagement, research and capability building with partner Indigenous communities.
11. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice, look for opportunities to share best practice or successful ways of working that support research.
12. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

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

Knowledge and Skills

2. Bring understanding and appreciation of Aboriginal and Torres Strait Islander cultures and knowledge of protocol
3. Ability to work effectively in parallel with the other Indigenous hubs in Monash to inform cross-cultural education and awareness program as it pertains to the context and history of Australia's first nation communities
4. Excellent operational management skills and experience in coordinating a successful function, program or service including a proven ability to provide authoritative specialist advice
5. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
6. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems
7. 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
8. Advanced computer literacy, particularly with current business management software packages and their various applications.
9. Highly-developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels

OTHER JOB RELATED INFORMATION

- 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).
- 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

GOVERNANCE

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.