

Position Description

Indigenous Inclusion Officer



Faculty/Portfolio	Enterprise
School/Centre	Diversity & Inclusion
Basis of Employment	Part-time (22.05 hours per week – 0.6FTE) and fixed term to 31 December 2020
Primary Location of Work	Geelong Waterfront Campus or Melbourne Burwood Campus or Warrnambool Campus
Classification	HEW 6
Reporting Line	Coordinator, Indigenous Inclusion

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Warrnambool Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Warrnambool campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[Diversity and Inclusion](#)

[Diversity and Inclusion Programs](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a Gold award holder in the Australian Workplace Equality Index for LGBTI inclusion. We have an Aboriginal and Torres Strait Islander Employment Strategy, and encourage applications from people of all cultures, abilities, sexes and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The primary purpose of the Indigenous Inclusion Officer is to support the work of the Diversity and Inclusion team in relation to initiatives and programs that support Aboriginal and Torres Strait Islander students to achieve full participation in university life, improve the inclusiveness and accessibility of Deakin learning environments, and achieve increased student success and retention.

Reporting to the Coordinator, Indigenous Inclusion, this position requires expertise in stakeholder management, project coordination and Indigenous knowledge and culture. The incumbent will support the delivery of projects and strategic objectives within the Aboriginal and Torres Strait Islander Higher Education Agenda 2016-2020, Aboriginal and Torres Strait Islander Employment Strategy, Student Learning and Experience Plan, and other University strategic documents.

Key Relationships:

Internal	<ul style="list-style-type: none">• Indigenous Inclusion Coordinator, Diversity and Inclusion• Executive Director, Diversity and Inclusion• Manager, Access and Equity Partnerships• Diversity and Inclusion Leadership team• Pro Vice Chancellor, Indigenous Strategy and Innovation• HR Consultant (Indigenous Staffing)• Coordinator, Indigenous Knowledges and Cultures• National Indigenous Knowledges, Education, Research and Innovation Institute.• Deakin University Student Association (DUSA)• Faculty/Portfolio staff
External	<ul style="list-style-type: none">• Indigenous Traditional Owner groups, Community-Controlled Organisations and other community groups• A range of stakeholders in educational institutions, government departments, community and other organisations

PRIMARY RESPONSIBILITIES

- Support the implementation of the Aboriginal and Torres Strait Islander Higher Education Agenda 2016-2020, Aboriginal and Torres Strait Islander Employment Strategy, Success and Retention Strategy, and Student Learning and Experience Plan to advance the University's agenda in relation to equity, diversity, access and inclusion.
- Collaborate with key contacts in the community, Faculties, Portfolios and IKE to provide timely consultation and evidence-based advice on a range of equity, diversity, access and inclusion related matters to increase outcomes for Aboriginal and Torres Strait Islander students.
- Support the Students as Partners (SaP) project to ensure Indigenous students and staff have the opportunity to contribute to shaping, learning, teaching and the work of the University alongside academic and professional staff.
- Provide high-level operational support and leadership as required for the implementation and delivery of projects that are designed to increase outcomes for Aboriginal and Torres Strait Islander students' success, retention, access and inclusion.
- Support the Indigenous Inclusion Coordinator to provide input on university-wide strategic development and decision-making
- Design high-quality programs that achieve agreed strategic aims, and manage these projects to completion whilst exercising autonomy and professional judgment on varied tasks
- Prepare and present reports, and implement key actions within the Deakin Diversity and Inclusion Strategy, including with regard to outreach and widening participation programs for Indigenous students.
- Work in partnership with a range of key stakeholders, both internal and external, to advance the University's agenda in relation to equity, diversity, access and inclusion
- Any other duties as directed, commensurate with the scope and classification of the position.

Deakin University Position Description: Indigenous Inclusion Officer

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

- Demonstrated stakeholder and relationship management skills
- Understanding of workplace inclusion, particularly around issues relating to Aboriginal and Torres Strait Islander peoples and cultures.
- Capability to manage and prioritise multiple projects/programs of work
- Ability to develop (with considered research and planning) and run programs to a budget, and to evaluate their effectiveness.
- Demonstrated self-motivation, initiative, ability to exercise professional judgement and capacity to solve problems and make independent decisions.
- Demonstrated experience in the successful coordination of equity, diversity and inclusion programs and projects (*desirable).

Qualifications and Experience:

- **In line with special measure provisions in Section 12 of the Victorian Equal Opportunity Act (2010), the University will only accept applications from people who identify as Aboriginal and/or Torres Strait Islander.**
- Experience working with Aboriginal and/or Torres Strait Islander people and their communities, along with an established knowledge and understanding of the issues that impact Indigenous people in contemporary Australia.

Capabilities and Personal Attributes:

- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required
- Demonstrated ability to organise and plan, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities
- Demonstrated knowledge and experience working with Aboriginal and/or Torres Strait Islander students and to be able to apply this to Deakin University
- Demonstrated ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner

SPECIAL REQUIREMENTS

- Infrequent travel may be required to support events or outreach initiatives within Victoria
- Working With Children Check (refer to Recruitment Procedure)

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.