POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Indigenous Employment Officer  
Level: 6/7

Faculty/Division: Vice Chancellor’s Unit  
Department: Employment Equity & Diversity

Primary purpose of the position:

The occupant of this position will develop and manage all aspects of Indigenous employment programs at UOW with particular focus on traineeships, cadetships and identified positions.

Position Environment:

This position supports the EEO objective of improving access to employment and retention of Indigenous Australians as an under represented equity group and the implementation of the University’s Indigenous Employment Strategy.

Major Accountabilities/Responsibilities:

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Outcome</th>
<th>Percentage of Time</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Manage all aspects of the Department of Premier and Cabinet programs including the recruitment process, induction, participant progress, support and mentoring, liaison and progress reports to Department of Premier and Cabinet, budget management.</td>
<td>Meet all conditions of DEWR contracts</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>2. Consult with the campus community and identify suitable Indigenous employment opportunities</td>
<td>Improve Indigenous employment outcomes</td>
<td>10%</td>
<td></td>
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<tr>
<td>3. Consult with local Indigenous networks to identify applicants for positions at UOW and position the University as a preferred place of employment for Indigenous people.</td>
<td>Improve Indigenous employment outcomes</td>
<td>10%</td>
<td></td>
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<tr>
<td>4. Support the ongoing implementation of the Indigenous Employment strategy including the development of new programs and identification of funding opportunities</td>
<td>Improve Indigenous employment outcomes</td>
<td>10%</td>
<td></td>
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<tr>
<td>5. Develop and deliver Indigenous cultural awareness sessions for non-Indigenous staff and develop career plans with trainees and cadets</td>
<td>Improve Indigenous employment outcomes</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>6. Observe principles and practices of Equal Employment Opportunity</td>
<td>To ensure fair treatment in the workplace</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:
- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

<table>
<thead>
<tr>
<th>Position Reports to:</th>
<th>Director, Employment Equity and Diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td>The position supervises the following positions:</td>
<td>ILI</td>
</tr>
<tr>
<td>Other Key Contacts:</td>
<td><strong>Within the University:</strong></td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant EED for management of external subsidies;</td>
</tr>
<tr>
<td></td>
<td>Trainee participants and their supervisors;</td>
</tr>
<tr>
<td></td>
<td>Indigenous cadets and their supervisors;</td>
</tr>
<tr>
<td></td>
<td>Senior staff regarding employment opportunities;</td>
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<tr>
<td></td>
<td>Staff Recruitment Unit;</td>
</tr>
<tr>
<td></td>
<td>Professional and Organisational Development Services;</td>
</tr>
<tr>
<td></td>
<td>Director, Woolyungah Indigenous Centre.</td>
</tr>
<tr>
<td></td>
<td><strong>External to the University:</strong></td>
</tr>
<tr>
<td></td>
<td>Contract Manager, Department of Premier and Cabinet</td>
</tr>
<tr>
<td></td>
<td>Illawarra Job networks supporting Indigenous Employment</td>
</tr>
<tr>
<td></td>
<td>Local High Schools</td>
</tr>
</tbody>
</table>

Key Relationships:

<table>
<thead>
<tr>
<th>Contact/Organisation:</th>
<th>Purpose &amp; Frequency of contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, EED</td>
<td>Communication and issues, fortnightly</td>
</tr>
<tr>
<td>EED Committee</td>
<td>5-6 meetings per year</td>
</tr>
<tr>
<td>Department of Premier and Cabinet Contract Manager</td>
<td>Communication and issues, monthly</td>
</tr>
<tr>
<td>Illawarra Aboriginal Corporation</td>
<td>Communication and issues, irregular</td>
</tr>
<tr>
<td>Illawarra Job Networks</td>
<td>Communication and issues, irregular</td>
</tr>
</tbody>
</table>
Key Challenges:

1. Management of stakeholder expectations
2. Ability to develop innovative programs which provide positive outcomes for participants and the University.
3. To achieve the unit’s strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Knowledge
Essential:
- Understanding of Indigenous employment access issues
- Knowledge of Indigenous employment programs supported by the Government
- An understanding of Indigenous cultural issues in the workplace

Desirable:
- A thorough understanding of sources of funding for Indigenous employment projects

Skills
Essential:
- Demonstrated ability to prepare written documents (grant application, correspondence, reports) for different audiences
- Computer literate (word processing, email)
- Demonstrated ability to work effectively as part of a team

SELECTION CRITERIA - Education & Experience:

Education
Essential:
- A thorough understanding of sources of funding for Indigenous employment projects

Experience
Essential:
- Extensive experience working with Indigenous communities
- Demonstrated experience in planning, developing and managing projects
- Proven ability to provide professional support to Indigenous clients

Desirable:
- Experience working in the field of Indigenous employment
- Experience in delivering cultural awareness programs

Personal Attributes:

- Cooperative – a demonstrated ability to work with members of the local Aboriginal community and the university community
- Independence – an ability to work independently
- Initiative – demonstrates initiative in work projects
- Confidential – an ability to maintain confidentiality and respect privacy of the EED unit and its clients
- Organised – demonstrates their ability to organise their work place to maximise efficiency

**Special Job Requirements:**

Aboriginality (pursuant to Section 14(d) of the NSW Anti-Discrimination Act)

NSW Driver’s Licence

**Organisational Chart:**

Please attach an up to date organisational chart to this position description.

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Vice-Chancellor

Senior Deputy Vice-Chancellor

Director EED

Indigenous Employment Officer

Administrative Assistant EED
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**Approval:**

Approved by Head of Unit: ________________________________

Date: ________________________________

Approved by Human Resources: ________________________________

Date: ________________________________