

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

Position Title: Aboriginal & Torres Strait Islander Employment Officer
 Level: 6/7
 Faculty/Division: UOW Administration
 Department: Employment Equity & Diversity

Primary purpose of the position:

The occupant of this position will develop and manage all aspects of Aboriginal & Torres Strait Islander employment programs at UOW with particular focus on traineeships, identified positions, networking and career development.

Position Environment:

This position supports the EEO objective of improving access to employment and retention of Australian Aboriginal and Torres Strait Islanders as an under represented equity group through implementation of the University's Indigenous Employment Strategy.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Manage all aspects of the Department of the Prime Minister & Cabinet programs including the recruitment process, induction, participant progress, support and mentoring, liaison and progress reports to Department, budget management.	Meet all conditions of DPMC contracts	60%	<input type="checkbox"/>
2.	Consult with the campus community and identify suitable Aboriginal & Torres Strait Islander employment opportunities	Improve Aboriginal & Torres Strait Islander employment outcomes	10%	<input type="checkbox"/>
3.	Consult with local Aboriginal & Torres Strait Islander networks to identify applicants for positions at UOW and position the University as a preferred place of employment for Aboriginal & Torres Strait Islander people.	Improve Aboriginal & Torres Strait Islander employment outcomes	10%	<input type="checkbox"/>
4.	Support the ongoing implementation of the Indigenous Employment strategy including the development of new programs and identification of funding opportunities	Improve Aboriginal & Torres Strait Islander employment outcomes	10%	<input type="checkbox"/>
5.	Develop and deliver Aboriginal & Torres Strait Islander cultural awareness sessions for non-Indigenous staff and develop career plans with trainees and cadets	Improve Aboriginal & Torres Strait Islander employment outcomes	10%	<input type="checkbox"/>
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	<input type="checkbox"/>
7.	Have WHS responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	<input type="checkbox"/>

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:

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

Key Relationships:

Contact/Organisation:

Director, EED
EED Committee
Department of the Prime Minister and Cabinet
Contract Manager
Illawarra Aboriginal Corporation
Coomaditchie United Aboriginal Corporation
Illawarra Job Networks
Other community groups/networks

Purpose & Frequency of contact

Communication and issues, weekly
5-6 meetings per year
Communication and issues, monthly
Communication and issues, irregular
Communication and issues, irregular
Communication and issues, irregular
Communication and issues, as relevant

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 Aboriginal & Torres Strait Islander employment access issues
- Knowledge of Aboriginal & Torres Strait Islander employment programs supported by the Government
- An understanding of Aboriginal & Torres Strait Islander cultural issues in the workplace
- Understanding of basic project management principles

Desirable:

- A thorough understanding of sources of funding for Aboriginal & Torres Strait Islander 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
- Good interpersonal skills
- Mentoring skills

SELECTION CRITERIA - Education & Experience:

Education

Essential:

- Certificate III in Business Administration, Project Management or equivalent experience

Experience

Essential:

- Extensive experience working with Aboriginal & Torres Strait Islander communities
- Demonstrated experience in planning, developing and managing projects
- Proven ability to provide professional support to Aboriginal & Torres Strait Islander clients

Desirable:

- Experience working in the field of Aboriginal & Torres Strait Islander employment
- Experience in delivering cultural awareness programs

Personal Attributes:

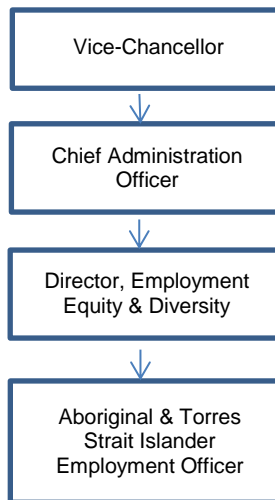
- Cooperative – a demonstrated ability to work with members of the local Aboriginal community and the university community
- Independence – an ability to work independently
- Initiative – demonstrates initiative in work projects
- Confidential – an ability to maintain confidentiality and respect privacy 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.



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____