**POSITION DESCRIPTION**

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| **General Information** |
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| **Position Title:** | **Aboriginal & Torres Strait Islander Human Resources Coordinator**  |
| **Incumbent:** |  |
| **Function & Team/Program:** | **People and Culture** |
| **Location(s):** | **Flexible** |
| **Manager’s Position Title:** | **National Manager, Human Resources** |
| **Manager’s Name:** | **Vanessa Rider** |
| **Date Prepared:** | **27 November 2019** |
| **Prepared By:** | **Vanessa Rider** |
| **Approved By:** | **Annette Young** |

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| **Primary Purpose of this Position *(In one sentence - why does the role exist?)*** |
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| To coordinate and implement The Smith Family’s Aboriginal and Torres Strait Islander Employment strategy as well as delivering on our Reconciliation Action Plan (RAP) objectives in relation to employment. |

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| **Scope** |
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| **Direct Reports to this Position** | **Indirect Reports** |
| By Position Title | Total Number |
| 1. Nil
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| **Financial Dimensions controlled by this Position *(Include key financial metrics such as revenue growth, income & expense budget, etc)*** |
| **Direct control** | **Indirect control** |
| e.g. Revenue, Operating expenditure, Capital expenditure, etc* N/A
 | * N/A
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| **Other Dimensions of this Position** |
| This position is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to The Smith Family's Reconciliation Action Plan, Aboriginal and Torres Strait Islander Employment Strategy and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987. This employment opportunity is intended to constitute a special measure under subsection 8(1) of the Racial Discrimination Act 1975. To be considered for this role, three Special Measures criteria will apply:* are of Aboriginal and/or Torres Strait Islander descent;
* identify as Aboriginal and/or Torres Strait Islander; and
* Are accepted as such by the community in which he or she lives.
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| **Setting Priorities *(how is work prioritised)*** |
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| How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other | Daily, Weekly |
| How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other | N/A |

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| **Key Relationships *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*** |
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| **Internal** | * People and Culture team
* National Manager Aboriginal and Torres Strait Islander Policy
* Aboriginal and Torres Strait Islander Staff Network
* Advisory Group on issues concerning Aboriginal and Torres Strait Islander Australians
* RAP working group
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| **External** | * Consulting / Advisory Organisations
* Aboriginal Skills and Employment Training Services
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| **Key Decision Making in this Role *(What are the key decisions and recommendations made in this role?)*** |
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| Decisions Expected |
| Recommendations Expected |

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| **Key Responsibilities / Accountabilities *(List the major areas from largest % of job to smallest)*** |
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| **Major Area: Employment strategy implementation** | **% of Job: 60%** |
| * Implement activities in alignment with the Employment strategy that deliver RAP objectives for the recruitment and retention of Aboriginal and Torres Strait Islander team members
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| * Collaborate with National Manager Aboriginal and Torres Strait Islander Policy to continue to strengthen the Aboriginal and Torres Strait Islander Staff Network
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| * Assist with the selection and delivery of cultural competence training and activities for leaders and team members
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| * Ensure local communities are aware of The Smith Family’s Aboriginal and Torres Strait Islander employment targets
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| * Working closely with the P&C team to prepare a comprehensive onboarding program for Aboriginal and Torres Strait Islander team members
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| **Major Area: Support leaders and team members** | **% of Job: 35%** |
| * Provide day to day advice and support to teams on employment related RAP actions
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| * Provide support to team members and leaders that assist with retention, performance and promotion of Aboriginal and Torres Strait Islander team members and leaders
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| * Act as the “go-to” person for new Aboriginal and Torres Strait Islander hires as they settle into their jobs
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| * Assist People & Culture team members with building their cultural competence particularly in relation to employment lifecycle processes, human resources policies and organisational culture
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| **Major Area: Reporting** | **% of Job: 5%** |
| * Provide monthly and quarterly P&C reporting on progress against objectives
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| * Provide RAP reporting on employment related objectives
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| * Provide reports, presentations and meeting updates to the Executive Group, Advisory Group, RAP reporting group, P&C Leadership team, and Aboriginal and Torres Strait Islander Staff Network
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| **Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*** |
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| * Implementation of the Aboriginal and Torres Strait Islander Employment strategy requires a long-term view with targeted actions across the entire employment lifecycle.
* Assisting the organisation to become more progressive, culturally safe and socially responsible.
* Contribute to the employment of more Aboriginal and Torres Strait Islander people at The Smith Family
* Contribute to strengthening the cultural competence in a variety of learning modes
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| **Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*** |
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| **Education,** **Qualifications, Memberships:** | **Essential** | **Desirable** |
| * Relevant tertiary qualification in HR related study and/or commensurate workplace experience in a similar role
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| **Experience:** | **Essential** | **Desirable** |
| * Knowledge and understanding of current issues and barriers for Aboriginal and Torres Strait Islander job seekers
* Understanding of strategies to address these barriers to employment
 | * Previous experience working with Aboriginal and Torres Strait Islander job seekers
* Experience in recruitment or an employer services related position
* Previous Not For Profit Experience
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| **Competencies:** | **Essential** | **Desirable** |
| * Well-developed interpersonal and communication skills with the ability to build effective relationships
* Communicates confidently at all levels both verbally and in writing
* Strong organisational skills and attention to detail
* Effective time management skills
* Intermediate Microsoft Office skills
 | * Project coordination
* Ability to identify and resolve problems and make appropriate recommendations
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