

Position Description – APM Corporate - First Nations Lead

Position description

Position title	First Nations Lead (working title)
Location	Various locations throughout Australia
Reports to	Director of Business Development
Direct reports	TBC
External stakeholders	TBC
Travel requirements	Ability to travel throughout

Position purpose

This position is responsible for leading Indigenous strategy and engagement across the APM Group, working with senior leaders, building strong working relationships with Aboriginal and Torres Strait Islander employees, as well as external partners and other stakeholders.

The First Nations Lead will shape the Group's public policy on Indigenous Affairs, lead the implementation and performance outcomes for APMs Reconciliation Action Plan, business development, and guide the organisation in realising opportunities in backing the success of Aboriginal and Torres Strait Islander Australians through the capacity of one of Australia's largest Human Services Companies.

There is scope for this position to lead First Nations strategy and engagement Globally across the 11 Countries APM operates in.

Key responsibilities

People & Team	<ul style="list-style-type: none"> Work with APM People and Culture to build upon the Indigenous Workforce Strategy to achieve a minimum target of more than 3% total workforce Lead the Aboriginal and Torres Strait Islander Steering Committee to support the Indigenous Lead roles based in Talent Acquisition, Customer Service Centre, Workforce Australia, and other Indigenous Lead roles as they are created. Create the APM public voice on policy and influence with the Commonwealth, State and Territories and relevant Agencies nationally, through working with the CEO's, Business Development and Policy teams.
Operational Performance	<ul style="list-style-type: none"> Lead all initiatives RAP, IPP through to approval, implementation, and management of all the performance targets with internal and external stakeholders. Report to the National Indigenous Australia Agency (NIAA). Lead the Indigenous Engagement Partnership Strategy / Stakeholder strategy; identifying organisations in regions where we hold Employment Services Australia (DSS and DEWR) and Assessment Management Services (DoH) to ensure that we have referral partners, community engagement and cultural competency advice for each local region. Business Development to build opportunities for APM, Australia. This will include a prioritised Target list for Joint Venture (JVs) and / or Partnerships with Indigenous Owned and Operated Organisations for: <ul style="list-style-type: none"> a. ParentsNext 2024 b. Time to Work Employment Services 2024

	<ul style="list-style-type: none"> c. Integrated Assessment 2024 d. DES 2025 e. NDIS in remote and Indigenous dense regions (to be discussed with appropriate CEOs) f. MCI to deliver culturally appropriate Cert III g. Explore options for JVs in Health, e.g., counselling h. Other – as directed (CDP and Skills to be discussed) <p>*Opportunity dates are indicative, subject to change of date, change of policy direction by the Commonwealth</p>
Quality	<ul style="list-style-type: none"> • Work within the quality management framework for the business unit and adhere to all APM policies and procedures and registered provider requirements
Compliance	<ul style="list-style-type: none"> • Complete mandatory APM compliance modules • Deliver a service that is consistent with APM policies and procedures
Continuous Improvement	<ul style="list-style-type: none"> • ESG – identify projects and initiatives that improve Indigenous Engagement across the Group that also contribute to the Executive approved ESG targets.
Cultural Competence	<ul style="list-style-type: none"> • Actively develop working relationships that demonstrate equity and respect of different cultural perspectives and diversity • Effectively communicate and interact with people across cultures

Key Performance Indicators

Operational Performance	<ul style="list-style-type: none"> • Workforce and procurement reports meet minimum IPP targets quarterly. Forecasted performance exceeds IPP targets by a minimum of .05% per annum, building to 1% by 2024, achieved through operational excellence in managing the internal and external stakeholders. IPP targets to be reported in the monthly executive summary against the NIAA report. • 3% IPP targets met through People & Culture's recruitment and retention strategies. Forecasted performance exceeds IPP targets by a minimum of .05% per annum, building to 1% by 2024. Strategy includes innovations for building workforce across the Health Portfolio, for FBG and any other Brands with contractual requirements. Specifically focus on how to improve recruitment of clinicians. • APM focused projects completed by the 'Indigenous Lead' roles are coordinated across business units and completed on target for time and scope.
Service Delivery	<ul style="list-style-type: none"> • Minimum of 2 x strategic partners formalised by quarter 3 2023, strategy documented, and relationship owners identified. Work with ANZ bid team to measure and track impact. • Achieve target list with a strategy to close as directed to achieve this by August 2023 ready against pipeline.
Stakeholder Internal External Satisfaction	<ul style="list-style-type: none"> • Meet and be known to all relevant Government stakeholders, I.e., NIAA staff, Labour Party Parliamentarians, and their staff. • Identified targets / opportunities in partnership with ESG Sponsor (Matt Cooper and Fiona Kalaf).
Continuous Improvement	<p>ESG – identify projects and initiatives that improve Indigenous Engagement across the Group that also contribute to the Executive approved ESG targets</p>

WORK HEALTH AND SAFETY

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For manager responsibilities refer to the [APM Work Health and Safety Policy](#)

Individual responsibility. While at work, an employee must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as you are reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to you.
- Complete all WHS compulsory training module(s)
- Complete annual fire and emergency training
- Participate in the resolution of safety issues continuous improvement initiatives and training as required

Essential Requirements (qualifications, security/police checks, licences, computer applications, industry experience):

- Applicants for this role must be of Aboriginal and/or Torres Strait Islander descent, identify as being Aboriginal and/or Torres Strait Islander and be accepted in the community. Able to talk about own connection to community and how you bring this into the workplace.
- Rap implementation and development – consultations with internal and external stakeholders, design and development of RAP content. Experience leading the delivery and oversight of RAP deliverables.
- Strong commercial acumen with sound financial management skills and a strong commitment to accountability.
- Demonstrated experience in innovative policy and strategic development, and program implementation.
- Stakeholder management and engagement – including peak Indigenous/community organisations.
- High level communication and interpersonal skills.



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At APM we recognise our employee’s potential, embrace difference and apply our diverse thinking to innovation and service delivery. We actively encourage applications from people with disability, Aboriginal and Torres Strait Islander people, LGTQIA + people and people from culturally diverse backgrounds