



Position Description

College/Division:	People and Culture
Faculty/School/Centre:	Diversity, Equity, and Inclusion / Development and Inclusion
Department/Unit:	Diversity, Equity, and Inclusion
Position Title:	Senior Consultant, Indigenous Talent
Classification:	ANU Officer 8 (Administration)
Position No:	33585
Responsible to:	Manager - Diversity, Equity, and Inclusion
Number of positions that report to this role:	tbc
Delegation(s) Assigned:	tbc

PURPOSE STATEMENT:

The Senior Consultant, Indigenous Talent is responsible for providing high level advice and support to stakeholders across the University, contributing to the attraction and retention of Indigenous staff and participating in a broad range of recruitment and retention strategy projects and implementation.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Consultant, Indigenous Talent supports the University's strategic objective to be an employer of choice for Indigenous Australians. The Senior Consultant does this by facilitating appropriately supportive recruitment process, employment pipelines, and identifying career paths for Indigenous staff across the University. As part of People and Culture, the Senior Consultant is responsive to the First Nations Portfolio, the Tjabal Centre, and works closely with the Development and Inclusion, Recruitment, and Executive Search teams, as well as external agencies. The position liaises with HR practitioners across campus and Indigenous communities and organisations on the development, implementation and monitoring of appropriate strategies for improving the University's employment outcomes and the University experience for Indigenous staff.

Role Statement:

Under the broad direction of the Diversity, Equity, and Inclusion Manager, the Senior Consultant, Indigenous Talent will:

- Support the development, implementation, evaluation and reporting on strategies, using internal and external data and projects to facilitate the achievement of a more diverse workforce in the University with a particular focus on employment pipelines for Indigenous Australian peoples.
- Establish and maintain partnerships with specialist employment and training agencies, and close links with Indigenous communities, organisations and Colleges, as well as other Indigenous employment practitioners, to promote the employment, retention and support of Indigenous people within the University.
- Advise areas on all aspects of recruitment, selection and ongoing support for Indigenous staff, supporting specific programs of recruitment.
- Develop networks to effectively liaise and consult with University staff to identify employment pathways for Indigenous Australians. This includes students studying at the University or in the education sector, providing appropriate recruitment support.
- Develop, promote and support the University's network for Indigenous staff, and arrange for appropriate mentoring and career enhancement opportunities to ensure retention and development of Indigenous staff.
- Facilitate a better understanding of Indigenous Australian culture within the University and in consultation with relevant ANU staff, and the Indigenous community, providing strategic advice, planning and implementing appropriately targeted cultural awareness training across the University.

- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Demonstrated knowledge of and interest in Aboriginal and Torres Strait Islander cultures and communities and issues affecting Indigenous employment and career development.
2. Demonstrated experience in managing end to end recruitment, from job design to on-boarding. Relevant experience and progress towards postgraduate qualifications OR an equivalent combination of relevant experience and education/training.
3. Proven track record in the development, implementation and evaluation of strategic employment initiatives and programs for Aboriginal and Torres Strait Islander staff.
4. Well-developed verbal and written communication skills, including the ability to liaise with a broad range of stakeholders, including senior managers, staff and external providers and work effectively with a broad range of culturally diverse people and organisations.
5. Demonstrated ability to interpret financial and workforce data, using insights to inform improvements and monitor programs of work.
6. Proven ability to influence stakeholders within an organisational context and support organisational and cultural change.
7. Demonstrated ability to work effectively both independently, supervising, and as a team member.
8. A demonstrated high-level understanding of equal opportunity principles and a commitment to their application in a university context.

Employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the [National Higher Education Code to Prevent and Respond to Gender-Based Violence](#).

Supervisor/Delegate Name:	Lauren Sayers	Date:	
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References:

[Professional Staff Classification Descriptors](#)

[Minimum Standards for Academic Levels \(MSAL\)](#)



Position Details

College/Div/Centre	People and Culture	Dept/School/Section	Diversity, Equity, and Inclusion
Position Title	Senior Consultant, Indigenous Talent	Classification	ANU Officer 8 (Administration)
Position No.	33585	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University [WHS Management System Handbook](#).
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at [2024_ANU Inherent Requirements Reference Table.pdf](#)

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):