

Position Description

Position Title	Consultant (Identified)
Location	Hybrid (Canberra, Sydney or Brisbane preferred)
Reports To	Director, Place
Conditions of Service	Fixed Term, Full Time, Market and Social Research Award 2020 Employment Contract 38 hours/week Immediate start

Position summary

Murawin is experiencing a period of growth and is seeking the expertise of an experienced First Nations Consultant. This is an Identified Position open only to Aboriginal and/or Torres Strait Islander applicants, in accordance with section 14(d) of the Anti-Discrimination Act 1977 (NSW) and section 104 of the Anti-Discrimination Act 1991 (Qld).

This position will work closely with the Director, Place and other colleagues. The successful candidate will play a key role in an exciting area of work, helping shape significant responses to projects that elevate Country and contribute to improved outcomes and opportunities for Aboriginal and Torres Strait Islander people. Some of the project activities this role will be involved in include bringing together cultural, strategic and technical expertise to support Country-centred, culturally and community led discussions that guide and inform place-based projects, ensuring strong connection to Country is maintained, Indigenous Knowledge is highlighted and First Nations stories are told.

On a day-to-day basis, the Consultant will be responsible for coordinating Place projects from planning through to delivery, including organising consultations and events, liaising with communities and stakeholders, managing project logistics, preparing documentation, tracking actions and supporting the successful delivery of project outcomes. Murawin is dedicated to cultivating enduring career trajectories for our valued team members. This position is currently offered on a 12-month basis, however there is the potential for both an extension and the opportunity to secure a permanent role for a qualified candidate who aspires to advance their professional journey with Murawin.

Key responsibilities

This is a diverse, hands-on role that requires professionalism, multitasking, interpersonal skills, energy, and attention to detail. The tasks may include, but are not limited to:

- Form and maintain strong internal and external relationships with key staff, planners, designers, architects, government representatives, and other stakeholders to achieve project, client, community and company goals.
- Prioritise and embed the voices of First Nation stakeholders and local communities encouraging culturally responsive, strengths based and inclusive approaches with clients.
- Ensure culturally significant frameworks and principles are integrated into Murawin's work, including but not limited to; Murawin's Barri Marruma methodology, the NSW Government Architect Office's Connecting with Country Framework, NSW Aboriginal Affairs OCHRE Plan, and other relevant guidelines.
- Facilitate and advocate for best-practice-engagement with First Nations communities.
- Play a role in securing new work by actively supporting the Place Team prepare proposals.

- Contribute to projects by working collaboratively with your team and Director to deliver work within budgetary and contractual requirements.
- Conduct desktop research.
- Coordinate the logistics of workshops such as venue hire, catering and providing disbursements, recruitment of participants and registrations for attendees.
- Support implementation of culturally safe community engagement methods, including interviews, focus groups and yarning circles, ensuring high-quality notetaking and data collection.
- Collect, analyse and interpret qualitative data, providing insights and clear narratives for internal and external audiences.
- Communicate findings through written reports, narratives and presentations, delivering key insights, observations and recommendations.
- Co-facilitate and support workshops and training sessions with clients, partners and community stakeholders.
- Contribute to a culture of continuous improvement, innovation and strategic thinking, identifying emerging trends and supporting reflective practice across the consultancy.
- Support the Place team with project coordination, scheduling and client engagement.
- Support Murawin's broader consulting work as required, actively contributing to the organisation's mission and values.
- Collaborate closely with other team members from across Murawin's workstreams.

Note: This position description is intended to describe the general nature and level of work being performed by the incumbent. It is not an exhaustive list of all responsibilities, duties, and skills required. Murawin reserves the right to modify this position description at any time according to business needs.

Required skills and experience

- Highly organised with strong multitasking skills, able to coordinate multiple projects, deadlines, and stakeholder requirements simultaneously.
- Demonstrated skills and experience supporting the collation, analysis and synthesis of social research into high-quality written reports for stakeholders, including government
- Skilled and experienced in collaborating effectively in a geographically diverse team
- Ideally a minimum of 3-6 years of previous experience in your field of expertise
- A comprehensive understanding of Aboriginal and Torres Strait Islander communities, cultures, and the challenges they face.
- Demonstrated ability to work effectively under pressure, meet deadlines, and deliver positive outcomes.
- Strong problem-solving skills, with a proactive and innovative approach to identifying improvements and introducing fresh ideas to enhance ways of working.
- Sound written and verbal communication skills.
- Experience supporting project management, facilitation or stakeholder engagement.
- A willingness and capacity to travel as needed.
- High proficiency in computer-based systems, including Microsoft Office and Teams.
- An understanding on how to maintain confidentiality and professional standards of behaviour in difficult and sensitive circumstances.
- Previous experience working in a consultancy or agency model is preferred.
- Tertiary qualifications highly desirable in sociology, community development, environmental science, psychology, health, education, anthropology, justice, business, or related fields would be well-regarded, but are not essential.
- Hold an open driver licence.
- Hold a positive notice working with children's check or the ability to obtain one.



Personal qualities

The ideal candidate will be self-motivated, articulate, professional, well-presented and a team player who takes great pride in what they do. Additionally, they will have:

- A friendly and supportive demeanour with the ability to communicate effectively across diverse groups.
- A proactive and collaborative work approach within a team environment.
- Flexibility and adaptability in handling a wide range of tasks and situations.
- A commitment to continuous professional growth and learning.
- A proactive drive to take ownership of responsibilities and achieve outcomes.
- A willingness to engage with and follow guidance from senior management.
- Understand Sorry Business and have an ability to work within such environments.

Why choose Murawin?

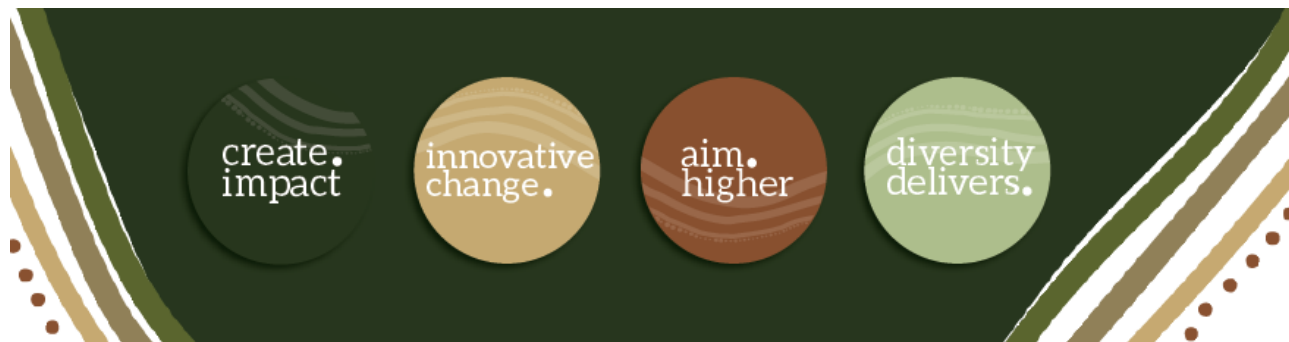
As one of the nation's leading Indigenous owned and led consultancies, you'll have access to extensive career development opportunities and employee benefits. Whether you're looking to take your career to the next level, find work that brings you more joy and fulfilment, or looking to achieve more balance in your schedule, we offer diverse opportunities for talented professionals seeking to join our team.

You'll have access to:

- Opportunities for training, mentorship, and career development specific to your role.
- Competitive remuneration package.
- Work life balance through flexible working arrangements, with a predominant Work from Home model.
- Access to offices in attractive CBD locations across Sydney, Armidale and Brisbane.
- Access to a supportive, diverse, and inclusive team spread across Australia.
- Enjoy dedicated programs to support your wellbeing, such as free access to the Warlandi Counselling Service.
- Utilise company funded paid parental leave options, that accommodate:
 - Both childbirth and adoption.
 - Mothers, fathers, primary and secondary caregivers.
 - Singleton births/adoptions and multiples, i.e. twins, triplets or higher births/adoptions.
- Work within an accredited Breastfeeding Friendly Workplace.
- Work within a consultancy that is progressing towards becoming Rainbow Tick Accredited.
- Access to Menstrual and Menopause leave options.
- Receive a mobile phone allowance.
- Access to Cultural Leave.
- Work within a leading Supply Nation Certified Supplier, NSWICC Assured business, amongst an array of other highly exclusive accreditations and affiliations.
- Be a part of a growing company that has real impact on our society and contributes to Closing the Gap.
- Murawin is Supply Nation Certified and strongly supports applications from First Nations candidates and other diverse backgrounds.

Murawin's values

Murawin aims to embed its values across its workplace culture. They guide the actions of our people and serve as Murawin's cultural cornerstones. All Murawin team members are requested to strive to implement Murawin's values in all work endeavours.



Acknowledgement

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and business evolution.

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU
(EMPLOYEE)**

SIGNED BY MANAGEMENT

DATE

DATE