

ASSISTANT DIRECTOR – ECONOMIC PARTNERSHIP, POSITION DESCRIPTION

Position Title	Assistant Director, Economic Partnership
Team, Portfolio	Economic Partnership
Reports to	Senior Director, Economic Partnership
Location	This position is primarily office-based at Level 4, East Building, 2 Constitution Avenue, Canberra City ACT 2601. Travel to other parts of Australia may be required from time to time.
Positions that report to this role	Up to 2
Pre-employment requirements	Working with Vulnerable People Clearance and Police Check

THE ORGANISATION

The Coalition of Peaks is a representative body of more than 80 Aboriginal and Torres Strait Islander community controlled peak organisations and members who have come together to Close the Gap, in partnership with Australian governments.

We share a belief that Aboriginal and Torres Strait Islander people should have a meaningful say on policies and programs related to Closing the Gap through formal partnerships with Australian governments at all levels.

The Policy and Secretariat Team supports the work of the Coalition of Peaks, providing high level and comprehensive policy and strategic advice to Peaks Members, to support the implementation and monitoring of actions in the National Agreement on Closing the Gap.

The Economic Partnership team is responsible for delivery of the Coalition of Peaks' obligations under the First Nations Economic Partnership (Economic Partnership).

THE ROLE

The Economic Partnership is a national commitment to fundamentally shift how governments and First Nations peoples work together to achieve economic empowerment, prosperity, and lasting economic security. The Economic Partnership is a mechanism for the Coalition of Peaks, First Nations Economic Empowerment Alliance and Commonwealth Government to share in decisions about reforms to First Nations economic policy.

The Assistant Director, Economic Partnership will apply their detailed understanding of economic participation, employment, education and training systems and sectors to deliver high-quality policy and project outputs that support the Coalition of Peaks' participation in the Economic Partnership.

Within the Coalition of Peaks Secretariat, Assistant Directors collaborate closely with each other and with Directors as part of the leadership team, actively engaging with a diverse range of stakeholders including members and all Australian governments.

KEY DUTIES

The main duties of this position include, but are not limited to:

- In collaboration with the Senior Director, developing policies and strategies aimed at achieving the objectives of the First Nations Economic Partnership.
- Leading, writing and editing policy reports, briefing papers, meeting talking points, speeches, and discussion papers for presentation to the Economic Partnership and related working groups.
- Providing high-quality, evidence-based policy advice and guidance on Economic Partnership priorities including economic participation, education and training initiatives, systemic policy and program reform and funding requirements.
- Establishing and maintaining effective and appropriate governance, oversight and reporting for projects within the team's remit.
- Providing high quality secretariat and policy support to Economic Partnership members to enable the Coalition of Peaks to effectively engage with the Economic Partnership.
- Leading policy projects and initiatives to progress the priorities of the Economic Partnership.
- Translating project information into accessible resources and information for Coalition of Peaks member services and key stakeholders.
- Supporting the Senior Director to undertake liaison with Australian Governments on behalf of the First Nations Economic Partnership and relevant working groups in order to advance their objectives.
- Preparing comprehensive, timely and accurate reporting on the First Nations Economic Partnership and related working groups including to relevant government oversight bodies, Peaks membership, community and the public as required.
- Building and maintaining sustainable relationships with leaders of member organisations to advance Coalition objectives and implement collective decisions.
- Representing the Coalition of Peaks at high-level meetings with community, government, and other stakeholders.
- Contributing to organisational reports, documents and publications such as the Annual Report, Closing the Gap Implementation Plan, media releases, website content and external communications.
- Ensuring compliance with organisational policies, procedures, and work health and safety requirements.
- Performing other duties consistent with the position and organisational needs

Expected Behaviours

- Supporting the positive cohesion of the Policy and Secretariat Team.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Demonstrated high level of integrity, judgement and discretion.

SELECTION CRITERIA

- Highly developed cultural acumen, including a deep understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities.
- A minimum of five years of policy, research and/or advocacy experience, including experience working on economic policy issues.
- Demonstrated understanding of the factors that impact Aboriginal and Torres Strait Islander economic participation including, but not limited to employment, education and training policy, legislation, funding and systems.
- Demonstrated understanding of the National Agreement on Closing the Gap and its implementation.
- Strong project and/or program management skills.
- Demonstrated experience providing high quality, evidence-based, policy advice and analysis to influence decision-making and/or drive policy reform.
- Demonstrated experience engaging with Aboriginal and Torres Strait Islander people, leaders and communities in a policy context.
- Demonstrated ability to establish and maintain effective and collaborative partnerships with senior leaders across both internal and external settings.
- Excellent written and verbal communication skills including being able to communicate complex information clearly and simply to a range of audiences.
- Demonstrated sound judgement in decision-making in complex policy environments.
- Tertiary qualifications in economics, law, public policy or a related field is highly desirable.