



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Aboriginal and Torres Strait Islander Employment Coordinator (Part-Time 0.5FTE)

The University recognises the unique position of Aboriginal and Torres Strait Islander people in Australian culture and history. The University is committed to providing an environment where Indigenous Staff Members benefit from the same opportunities, expectations and standards as non-Indigenous Staff Members, whilst maintaining a strong, vibrant culture.

An exciting and challenging opportunity has arisen in the University to develop, implement and monitor the University's Aboriginal and Torres Strait Islander Employment Strategy. The University is seeking a highly motivated, engaging and dedicated coordinator who has demonstrated experience with recruitment, mentoring and supporting Indigenous people.

The Role

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

- assisting in the development and implementation of an Aboriginal and Torres Strait Islander Employment Strategy;
- monitoring the employment of Aboriginal and Torres Strait Islander staff across the University;
- providing advice and support specific to Aboriginal and Torres Strait Islander employment matters;
- coordinating Aboriginal Cultural Awareness workshops and events;
- acting as Executive Officer to the Aboriginal and Torres Strait Islander Employment Committee.

Skills & Experience

To be successful in the role, you will have:

- knowledge and understanding of Aboriginal and Torres Strait Islander cultures and communities
- an understanding of the issues affecting Aboriginal and Torres Strait Islander people
- demonstrated experience in developing, implementing and monitoring of an Aboriginal and Torres Strait Islander Employment Strategy
- cultural and diversity sensitivity
- strong interpersonal and communication skills, with demonstrated ability to influence, engage and network effectively

The University of Notre Dame Australia considers this position to be compliant with the requirements of ss50 & 51 of the Equal Opportunity Act 1984. Aboriginal and Torres Strait Islander people who meet the requirements of this position are strongly encouraged to apply.

Benefits

- Located in historic Fremantle
- Within walking distance from public transport
- Friendly working environment

About the University

The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney. The Objects of the University are the provision of university education within a context of Catholic faith and values and the provision of an excellent standard of teaching, scholarship and research, training for the professions and the pastoral care of its students.

The University seeks to foster in all staff and students an appreciation of the richness and relevance of the Catholic Intellectual Tradition and the obligation to serve the wider community in their chosen disciplines and in their daily lives.

How to Apply

To be considered for this role, applications should address the selection criteria as listed in the application pack.

An Application Package for the position is available on our website <http://www.nd.edu.au/jobs/fremantle.shtml>

For further enquires please phone on (08) 9433 0643 or email jobs@nd.edu.au

Applications close: No later than 9.00am (WST) Monday 21 August 2017.

The University reserves the right to appoint by invitation or to make no appointment at all.