



Indigenous Strategies Coordinator

This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Equity and Diversity Plan and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

- Be a part of Australia's independent national broadcaster
- \$81K - \$89K p.a. + choice of 15.4% super
- Ultimo, Sydney: Convenient CBD location (near Central Station)

About the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,000 employees from diverse backgrounds across over 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities. The ABC Head Office based in Ultimo in Sydney is a great place to work and feel a part of a team. Centrally located in the city, close to public transport, there is a café onsite for employees to enjoy and the nearby aquatic centre and gym offer great rates for employees. We believe in flexible approaches to working and in building diverse and collaborative teams; providing interesting work, a pleasant working atmosphere and a great work-life balance.

About the role

This is a fantastic opportunity for an enthusiastic and dedicated individual ready to launch into a career working on Indigenous employment within our friendly People & Culture team. You will be responsible to provide high level project, clerical and administrative support to Indigenous Employment and Diversity team (IEDT). As a confident communicator you will be the first point of contact for the ABC's Bonner Committee, Indigenous staff, liaising with internal and external stakeholders and assisting with various programs and activities including NAIDOC week and Reconciliation week. Reporting to the Diversity & Indigenous Lead, you will also:

- Assist with developing and running the annual Indigenous staff Conference and scholarships
- Oversee and coordinate the day to day operations of the team and various projects including Jawun, Indigenous Working Group, and various Indigenous strategies
- Lead and assist the organisation with related activities including NAIDOC week, Reconciliation Week, Gama, etc.
- Support data gathering for RAP and other reporting
- Provide advice and support to teams on RAP actions and Indigenous employment, retention and mentoring
- Assist and coordinate community related projects, partnerships and events, liaising with internal and external stakeholders

About You

To be successful in this role, you'll have demonstrated experience in working with Aboriginal and Torres Strait Islander people and cultures, high level administration skills and planning and coordination of projects and events. Does this also describe you?

- Able to prepare minutes of meetings with actions, various written documentation clearly and accurately and work to tight deadlines.
- Able to initiate plan and coordinate some projects and events and ability to self-manage where necessary.
- Great team player with excellent communication skills; Ability to make sound judgements and exercise tact and discretion in handling or referring sensitive matters.
- Passionate about developing connections to Aboriginal and Torres Strait Islander communities, community and peak organisations and have proven ability to liaise and work directly with them.
- Tech savvy mindset. Familiarity with payroll/finance systems with SAP experience being desirable.
- Flexible to travel to various locations as required.

You will join an established team who will welcome and support you in getting up to speed understanding the ABC and feeling part of the People & Culture team. This is a great opportunity to join an iconic Australian brand.

For further information on this position please contact Phillipa McDermott, Diversity and Indigenous Lead on (02) 8333 5300.

Please complete the online application form via abc.net.au/careers

Applications Close: 11:55 pm, 22nd September

**ABC
ON-LINE**