



## **Programme Officer**

### **Indigenous Apprenticeship Programme (Identified)**

**Classification:** APS Level 6  
**Employment Type:** Full-Time, Ongoing  
**Salary Range:** \$79,469 - \$91,894  
**Location:** Canberra  
**Job Number:** IG-2018-206

The Programme Officer, Indigenous Apprenticeship Programme works under limited direction from the Assistant Director/s to develop/implement recruitment strategies and programs to support the Indigenous Apprenticeships Programme.

A key requirement of the role involves extensive project management, which includes coordinating multiple program activities including but not limited to; sourcing, selecting, onboarding, program participation, and event management.

There is a requirement to build and maintain professional and cultural relationships with program participants, their managers as well as industry and public sector organisations. A high degree of professional tact, sensitivity and cultural awareness is needed to manage HR issues arising from employee participation.

The Programme Officer will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. Decision making is substantially dependent on judgement, skills and knowledge. The Programme Officer will manage and organise their own work and their team's work in the context of competing priorities, including contributing to business planning, changes in workplace practices and business improvement strategies.

This position is an Identified position. Part or all of the duties impact on Indigenous Australian people and/or involve interaction with Indigenous Australian communities or their representatives.

A merit pool may be created to fill future vacancies.

#### **How to Apply:**

To lodge your application please visit

<http://www.humanservices.gov.au/corporate/careers/job-vacancies>

**Applications Close:** 4 June 2018