

Aboriginal Participation Officer

An exciting opportunity for an Aboriginal Participation Officer to join our team on a full-time capacity for a nominal two year period.

Location: Lavadgia, Grafton Area NSW 2460

This is an identified role and there are essential requirements that applicants must meet to be considered. Essential Requirements are outlined in the Role Description.

About the Role (Role Description) – We have an exciting opportunity for a passionate individual to join John Holland, a member of the NorthernPathways Consortium to support the New Grafton Correctional Centre (NGCC) project's participation in the Infrastructure Skills Legacy Program Pilot.

The primary purpose of the Aboriginal Participation Officer will be to identify opportunities and strategies and to deliver on these to enable the NGCC project to achieve and exceed all targets relating to Aboriginal and Torres Straits Islander employment and participation in Training and Apprenticeship programs.

This role engages in a broad range of activities such as:

- Implement all strategies in accordance to the project's Training and Apprenticeship Plan (TAP) and elements of the Aboriginal Participation Plan (APP)
- Proactively engage with local the local Aboriginal community, job access providers, working groups and local business on training and employment opportunities and benefits of the NGCC Project
- Build and encourage cultural diversity

About You – We are looking for applicants that can demonstrate through their experience:

- Ability to design and implement strategies in regard to employment and training
- Knowledge of and ability to work with the local Aboriginal community.
- Experience Delivering advice in regard to VET Programs (Smart and Skilled), Apprenticeships and Registered Training Organisation's
- Experience in delivering and knowledge of the NSW Aboriginal Participation in Construction Guideline (July 2016)
- Proven expertise in reporting to Executive Level
- Sound knowledge and experience in the Construction / Building industries
- Ability to drive change through a consultative approach

Who are the NorthernPathways consortium and why are they in Grafton?

NorthernPathways consortium, comprising of Serco, John Laing, John Holland and Macquarie Capital, has been appointed to design, construct, operate and maintain the New Grafton Correctional Centre, on behalf of the NSW Government. For the next 20 years, the prison will inject more than \$560 million into the local economy with 1,100 jobs created during construction and about 600 permanent jobs once operational.

Essential Skills and Experience

- 5+ years in training / administrative role utilising VET and other NSW Government Programs
- Ability to solve problems and identify process improvement
- Demonstrate knowledge and understanding of national and state regulatory frameworks
- Knowledge of contractual and commercial awareness
- Knowledge of employment legislation, including government policy
- Solid administrative background and ability to report to Executive level
- Experience in the Construction industry and knowledge of trade qualifications

Preferred Criteria

- Post-secondary school training or TAFE certificate in HR, IR/ER, Education, Psychology or Business; or
- Extensive proven experience in provision of advice on VET Programs.

How to apply: When applying for the role, please attach an updated resume; A cover letter (maximum TWO pages) demonstrating your skills and experience that addresses the criteria listed 'About You'.

Enquiries: Complete Staff Solutions (02) 6669 1000 **Applications:** gfnadmin@completestaff.com.au

Applications close: Wednesday 21st February 2018

This is an identified Aboriginal Position. Applicants must be of Aboriginal descent. Exemption is claimed under Section 14d of the Anti-Discrimination Act 1977. Aboriginal applicants must demonstrate Aboriginality in addition to addressing the Selection Criteria.