



Australian Government
Department of Human Services

Title: Programme Officer (Affirmative Measures/Identified)

Classification: APS6

Employment Type: Full-time, Ongoing

Salary Range: \$79,469 - \$91,894

Location: Canberra is the preferred location - Sydney and Coffs Harbour will also be considered.

Job Number: IG-2018-157

Closing Date: 30 April 2018

Indigenous Employment Strategies Programme Officers work under limited direction from the Assistant Director/s to develop and implement Indigenous recruitment, retention and development strategies and programs.

Project and team management are critical aspects of the job to ensure that each program is aligned to the department's workforce planning objectives and that they run efficiently and effectively. The work of the Indigenous Employment and Strategies team, is fast paced and encounters cyclic peaks and troughs in accordance with the nature and timeframes of each program.

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.

Programme Officers 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. Indigenous Employment Strategies Programme Officers 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.

Note:

The filling of these vacancies is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. These vacancies are only available to Aboriginal and/or Torres Strait Islander people.

These positions are identified. 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: This position will be open for application from 17 April 2018 to 30 April 2018. To learn more or to apply, please visit us at <http://www.humanservices.gov.au/corporate/careers/job-vacancies>