



Indigenous Liaison Officer, Human Resources

APS Level 6

Classification: APS Level 6

Employment Type: Ongoing, Full-Time

Salary Range: \$82,635 - \$92,620

Division: People, Governance, Parliamentary & Communication

Branch / Section: Human Resources & Property / Capability and Culture

Location: Canberra, ACT

Security Clearance: Baseline

Job Reference No: 31343

We invest in, trust and care about our people. We create a fulfilling, flexible and supportive workplace that helps our people achieve their goals. We invest in the tools, systems and training our people need to do their jobs.

The department supports workplace diversity and values the contribution of people from diverse backgrounds. We encourage applications from Aboriginal and/or Torres Strait Islander peoples, people with disability, people with cultural and linguistic diversity, and LGBTIQ people. The department is committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

A little bit about us

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The Human Resources and Property Branch, part of the People, Governance, Parliamentary and Communication Division in the Department of Infrastructure, Transport, Regional Development and Communications, is responsible for the delivery of a broad range of innovative human resource services and practices to ensure staff are equipped to meet immediate and emerging challenges, and work collaboratively with the branches to coordinate and deliver professional centralised services to the Department.

The opportunity we have available

The Human Resources and Property Branch at the Department of Infrastructure, Transport, Regional Development and Communications, is looking for an Indigenous Liaison Officer (ILO).

As part of our commitment to First Australians, the Department has established the Winanggaay Unit (pronounced Win-ang-eye). Winanggaay is a Ngunnawal / Wiradjuri word meaning 'to know, to think and to understand'. The Unit is dedicated to supporting the Department's efforts towards reconciliation between Indigenous and non-Indigenous Australians, and embedding cultural capability into our workforce to create a culturally confident and safe workplace for all Australians.

The ILO role sits within the Winanggaay Unit and is dedicated to supporting the implementation of the Department's Reconciliation Action Plan 2020-2022 (currently in development) and Aboriginal and Torres Strait Islander Employment and Retention Strategy 2020-2022.

What will you do?

Under the direction of an Executive Level 1 supervisor, the ILO will be responsible for, but not limited to, the following:

- Providing expertise and technical knowledge regarding matters that affect Aboriginal and Torres Strait Islander peoples, across a range of programs and activities and assist with implementation
- Being accountable for developing plans and objectives that contribute to short and long term strategic planning initiatives
- Supporting internal stakeholders to analyse, research

and make decisions on a range of complex issues that impact Aboriginal and Torres Strait Islander peoples, this will require sound judgement

- Managing relationships with stakeholders and staff to achieve strategic objectives, which can often involve liaising with stakeholders on complex or sensitive issues. This will include engaging and consulting with the Department's Indigenous Staff Network
- Undertaking a pastoral care and support role for departmental Aboriginal and/or Torres Strait Islander employees.

What else can we offer?

We are a diverse and collaborative department and can offer:

- Exposure to high profile and exciting projects
- Networking opportunities across the department and wider APS
- Capability development opportunities focused on your individual career goals
- A collegiate working environment focused on working together to achieve innovative and contemporary solutions to our workforce issues
- Flexible working arrangements where appropriate, including part time hours, home based work and job sharing

Who are we looking for?

As the ILO you will provide strategic advice on Indigenous employment, corporate guidance on cultural issues and pastoral care to assist in building the organisation's cultural capability and safety for Aboriginal and/or Torres Strait Islander employees.

The ILO is an Indigenous Affirmative Measures position and the employee is required to:

- Be Aboriginal and/or Torres Strait Islander;
- Have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples; and
- Have the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development and Communications is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

How to apply

Click on the **WEB LINK** button below for further information on how to apply.

Applications for this opportunity close at **11.59pm AEDST, Friday 23 October 2020.**

Contact Officer: Erin Murphy on 02 6271 7024

WEB LINK