

Senior Advisor Aboriginal Programs

- Department of Education
- Temporary full-time appointment for a period up to 30 June 2022
- Clerk Grade 7/8
- Position number and location: 233624 - Parramatta

Total remuneration package valued to: \$122,556 p.a. (salary \$99,431 to \$110,064 p.a.) including employer's contribution to superannuation and annual leave loading.

The role plays a leading role in providing exemplary customer service and specialist advice in end to end recruitment and targeted programs, and engages team members in the delivery of accurate, reliable and targeted outcomes that meet customer expectations. The role is also accountable for optimising business outcomes and drives the day to day operational activities of the team in order to achieve team objectives.

How to apply

To apply for this role, please submit an application online and attach a cover letter (max. 2 pages) and your resume (max. 5 pages) in either Word or PDF format. Please address any **pre-screening questions and any essential requirements**. We are looking for you to demonstrate your competence in the focus capabilities as outlined in the role description. Please develop your responses with this in mind.

Please note that it is a requirement that all candidates submit their applications online. No paper based, email based or late applications will be accepted.

This is a child-related position. If you are not currently employed in a child-related position in the Department of Education, you will be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment (if you do not already have this). For more information, visit kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check
In addition, your employment may be subject to the Department's National Criminal Records Check to determine your suitability for employment.

Note

Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the *Anti-Discrimination Act 1977*

Applicants for this position must be of Aboriginal descent, identify as being Aboriginal and be accepted in the community as such. Applicants who have not previously identified for the purposes of employment with the Department are required to provide a Confirmation of Aboriginality from a recognised incorporated Aboriginal Community organisation endorsed with common seal and a certified statutory declaration as defined in the [NSW Department of Education Confirmation of Aboriginality Guidelines](#).

Pre-screening questions:

1. Provide an example where you have assisted with leading a team in a high volume work environment to achieve outcomes within tight time-frames. What tools and strategies did you use to meet these objectives? (300 or 400 words maximum).
2. What steps would you take to develop team plans that takes into account team capacity and strengths to achieve team objective? (300 or 400 words maximum).

Essential Requirements:

- Aboriginality
- Tertiary qualifications or relevant experience in Human Resource Management, Organisational Psychology or a relevant discipline
- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

The selection process will include a range of assessment techniques to assist in determining your suitability for the role.

Closing Date: 14 October 2021

For enquiries about this role, contact Natalie Morris on (02) 7814 1736.

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: [233624](#)