



Position Description – Senior Advisor, Indigenous Careers and Engagement

Position Details

Position Title:	Senior Advisor, Indigenous Careers and Engagement
College/Portfolio:	Policy, Strategy and Impact
School/Group:	Office of Indigenous Education, Research and Engagement
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Continuing
Time Fraction:	1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

Policy, Strategy and Impact

The Policy, Strategy and Impact (PSI) Portfolio provides focus and momentum for the projects and priorities that were identified in Knowledge With Action: RMIT's Strategic Plan, developed in 2022.

PSI works to support and advance the implementation of RMIT's strategic priorities, including through public policy and government relations, strategy projects, innovative partnerships and capability development.

PSI includes diverse teams such as the Office of the Vice-Chancellor, RMIT Activator, the Ngarara Willim Centre, the Australian APEC Study Centre, Workforce Innovation and Development Institute, the Health Transformation Lab and the Centre for Innovative Justice.

The portfolio works as a network of collaborative and inclusive teams, working to develop and extend an 'impact ecosystem' of relationships and partnerships across and beyond the university. PSI teams provide a distinctive set of evidence-driven, innovation, public policy and community engagement expertise.

Office of Indigenous Education, Research and Engagement

The Office of Indigenous Education, Research and Engagement is responsible for providing the leadership and strategic direction for RMIT's whole-of-university approach to reconciliation and engagement efforts and activities.

The Office of Indigenous Education, Research and Engagement is responsible for a university wide remit that has impact on all parts of the university. These areas include:

- education and training
- employment
- student engagement and supplementary support
- research and innovation
- strategy and policy
- making a positive contribution to the maturing of the culture of RMIT

RMIT is committed to becoming the education provider and employer of choice for the Aboriginal and Torres Strait Islander community. The RMIT Community understands that to achieve these goals we need to live our ambition through actively engaging in a meaningful and constantly maturing relationship with Aboriginal and Torres Strait Islander people. RMIT also understands that this engagement needs to be underpinned by respect and a genuine commitment to the principles of self-determination and reconciliation.

Position Summary

The Indigenous Careers and engagement role provides leadership and strategic advice in the planning, delivery and evaluation of career development programs for Aboriginal and Torres Strait Islander students within RMIT.

The role has a strong focus on building strategic relationships and driving engagement with internal and external stakeholders, including industry, community organisations and program delivery partners, to enhance industry and career opportunities provided to Indigenous students and to support the continuous improvement of these programs.

Based within the Ngarara Willim Centre, the role also builds relationships with students by providing tailored advice on career planning and pathways throughout the student lifecycle, including students studying online and within Community programs.

The role works with OIERE leadership to support the delivery of RMIT's Indigenous Strategic Commitments and achieve the graduate employment outcomes outlined in Knowledge with Action: RMIT's Strategy to 2031, as well as RMIT's ongoing commitments to Aboriginal and Torres Strait Islander students and communities.

Reporting Line

Reports to: Senior Manager, Indigenous Education

Direct reports: Possibility in future

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Lead and maintain relationships with industry stakeholders, community organisations and program delivery partners.
- Lead the diversification of industry opportunities that RMIT will offer to students, and implement career opportunities aligned with the various stages of the student lifecycle.
- Maintain strong internal relationships with the RMIT Career Success, Work-Integrated-Learning, Industry Experiences teams and other stakeholders.
- Review, enhance and coordinate the Indigenous Mentoring program.
- Lead engagement with RMIT alumni, creating opportunities for them to provide career insight and expertise to students and graduates.
- Manage relationships with students providing tailored careers advice, planning and pathways throughout the student lifecycle, including students studying online and within Community programs.
- Lead communications with students and stakeholders and the promotion of careers and employment opportunities to students and alumni.
- Coordinate the delivery and promotion of careers events in conjunction with internal and external stakeholders.
- Coordinate data capture and monitoring processes that leads to regular reporting.
- Utilise RMIT systems to maintain accurate engagement records with students and industry partners to maximise opportunities.
- Make recommendations that furthers the strategic commitments of the *Office of Indigenous Education, Research and Engagement*.

Key Selection Criteria

1. A highly developed understanding of the systemic barriers and challenges experienced by Aboriginal and Torres Strait Islander communities regarding education and employment.
2. Knowledge of the labour market and education sectors.
3. Ability to develop and manage career development programs.
4. Demonstrated high level interpersonal skills, including the ability to develop, manage and maintain strategic relationships with a wide range of internal and external stakeholders.
5. Demonstrated ability to capture and analyse data to effectively provide insights, reporting and recommendations.
6. Demonstrated mature outlook with team orientation and ability to work autonomously.
7. Relevant work experience within the Aboriginal and Torres Strait Islander community.

Qualifications

A degree in a relevant field of educational pertaining to this position, or extensive relevant experience with the Aboriginal and Torre Strait Islander community in an education or similar environment.

A background in Higher education student support and/or administration is desirable.
 A current driver’s licence is essential.

In accordance with this position’s identification under Section 83 of the *Equal Opportunity Act 1995*, the incumbent will be of Aboriginal and Torre Strait Islander descent.

Note: Appointment to this position is subject to passing a ***Working with Children Check***.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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