



# Freedom of Information Request 25-136

## Indigenous Liaison Officers in Commonwealth Agencies

October 2024

### Number and Positions Descriptions of Indigenous Liaison Officers 2014 to present

Since January 2024, two people have held Indigenous Liaison Roles:

- EL1 – Full-Time - See position description “43805 - EL1 Indigenous Liaison Officer, (Affirmative Measures) Human Resources & Property - Position Description – 2023”
- APS 6 – Full-Time (January to August 2024) and Part-Time (August to current) – See position description “43829 - APS6 Indigenous Liaison Support Officer (Affirmative Measures), Capability and Culture - Position Description – 2023”

Searches were unable to locate data on the total number of people who occupied Indigenous Liaison Officer roles during the time period from 2014 to January 2024.

Position descriptions for 7 roles between 2014 and the present have been located and are included separately.

### Contact Information of Indigenous Liaison Officers

The department’s Indigenous Liaison Team is contactable at [ilo@infrastructure.gov.au](mailto:ilo@infrastructure.gov.au).

## Job Title: EL1 Indigenous Liaison Officer, (Affirmative Measures) Human Resources & Property



### EL1 Indigenous Liaison Officer, (Affirmative Measures) Human Resources & Property, Human Resources & Property Executive Level 1

<b>Title:</b>	Indigenous Liaison Officer (Affirmative Measures)
<b>Classification(s):</b>	Executive Level 1
<b>Employment Type:</b>	Ongoing, Full Time/Part time
<b>Salary:</b>	<p>\$113,631 - \$119,891 per annum plus 15.4% superannuation            EL1 IFA Salary - \$125,352 - \$129,256  <i>Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).</i>  <i>The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.</i>  <i>These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.</i>  <i>For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact <a href="mailto:IFA@infrastructure.gov.au">IFA@infrastructure.gov.au</a></i></p>
<b>Business Division:</b>	Human Resources and Property
<b>Branch / Section:</b>	Human Resources & Property
<b>Location:</b>	Canberra; Brisbane; Darwin; Melbourne; Orange; Sydney; Townsville
<b>Security Clearance:</b>	Baseline Vetting
<b>Job Reference No:</b>	43805
<b>Contact Officer:</b>	s22(1)(a)(ii) s22(1)(a)(ii) @infrastructure.gov.au
<b>Closing Date:</b>	11.59pm AEDT, Sunday 8 October 2023

#### Our Department Values

Our values set the direction for what it means to work in our department. They inform the standard and expectations of behaviours, skills and capabilities and the attributes we currently have, will continually work to achieve and develop, and that we use to acknowledge and attract, retain and recruit into our department.



*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.*

### Work with us

At the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA) our work touches the lives of all Australians and underpins our economy and society. We offer job security, regional and city work locations, as well as generous leave and superannuation entitlements. Our values and objectives are to be respectful, informed, collaborative, adaptive and accountable.

Through our commitment to these values, as well as continuous learning and development, we maintain an inclusive, fulfilling and supportive environment that promotes the wellbeing of our people. Our Values also underpin our pro-integrity culture, where we promote professionalism and ethical work standards, and embed integrity in all aspects of our work.

With opportunities to apply your skills across a uniquely diverse portfolio, you can find your purpose and discover new and rewarding opportunities that enrich and connect the lives of all Australians.

Your life. Your contribution. Your development. Your passion.

### A little bit about us

#### Human Resources and Property Branch

The Human Resources and Property Branch (HR&P) supports the department to achieve its strategic outcomes by providing a range of client focused advice and essential services. We do this through building and sustaining a workplace culture of inclusivity, integrity and professionalism, reflective of a modern and responsive public service. We support diversity and value the contribution of people from diverse backgrounds.

The Indigenous Liaison Officer (ILO) works within the HR&P Branch and key stakeholder include the First Nations Partnership Division, the First Nations Network, First Nations staff members and all staff.

#### First Nations Partnership Division and First Nations Commitments

Our vision is a united and connected Australia that respects and celebrates First Nations peoples' Traditional Ownership of the lands on which we work and live. We implement our vision to improve outcomes and the wellbeing of First Nations peoples across our vast spheres of influence including:

- First Nations Steering Committee
- The National Agreement on Closing the Gap
- Innovate Reconciliation Action Plan 2022-24

#### First Nations Network

Our First Nations Network (FNN) provides professional and social networking for First Nations staff members as well as support, learning and advocacy in our department. The FNN is managed by co-chairs and our First Nations Champion who coordinate activities and support network members to works to:

- Strengthen relationships with First Nations communities through programs and projects.
- Launch, develop and implement our Aboriginal and Torres Strait Islander Employment and Retention Strategy.
- Launch, develop and implement the Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy.
- Organise and celebrate First Nations culture.

### The opportunity we have available

The Indigenous Liaison Officer role is a HR based role that specifically focuses on First Nations matters and our First Nations staff. It has been established as a Human Resource Practitioner role to guide and support projects related to the recruitment, retention and development of First Nations staff, and to contribute towards a culturally capable and inclusive workforce.

The role includes providing cultural advice to staff and teams, promoting learning and development opportunities, and providing pastoral support and guidance to First Nations staff.

Working to the Director, Diversity, Equity and Inclusion (D&I) within the HR&P Branch, the ILO will be responsible for, but not limited to, the following:

- Providing expertise and technical knowledge regarding matters that affect First Nations peoples, across a range of programs and activities and assist with implementation
- Being accountable for developing plans and objectives that contribute to the short and long term strategic planning initiatives of the department
- Supporting internal stakeholders to analyse, research and make decisions on a range of complex issues that impact First Nations 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 key stakeholders, including the the Department's First Nations Partnership Division and staff led First Nations Network
- Undertaking a pastoral care and support role for departmental Aboriginal and/or Torres Strait Islander employees.

### Who are we looking for?

As the ILO you will provide strategic advice on First Nations employment, corporate guidance on cultural issues and pastoral care to assist in building the organisation's cultural capability and safety for First Nations employees.

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

- **Work independently to deliver outcomes**, applying your judgement, communication skills, knowledge of relevant legislation and policies, and understanding of the issues facing First Nations people in both the workplace and broader community.
- **Engage and collaborate with key stakeholders**, The ILO collaborates closely with First Nations staff and their managers. The ILO also works with the First Nations Policy Coordination Division and First Nations Network to implement strategies and initiatives that support First Nations employment and retention within the department.
- **Research, review and evaluate projects and/or programs**, including the promotion of various professional development opportunities, such as the ANU Management program, Indigenous Development and Employment Program, Talent Management Program, and Indigenous Leadership Summits. These initiatives provide valuable career growth prospects for First Nations employees.
- **Provide expert advice**, including guidance and support to employees and teams regarding cultural capability and safety, and actively contributing to creating a culturally capable workplace by offering insights on learning and development opportunities. Additionally, the ILO provides pastoral care to First Nations employees and cultural support to Managers of First Nations employees.

The position would suit an individual with strong HR experience, and who is passionate about supporting First Nations Staff to achieve their potential at work and driving employment outcomes for First Nations Staff.

### What else can we offer?

We are dedicated to fostering personal and professional development, empowering individuals to set goals, acquire new skills, and cultivate unique qualities that define who they are. We believe that this not only leads to a more fulfilling and happier life but also enhances the overall quality of our work. Some of the benefits we offer include:

- Access to our study Assistance Program that provides paid leave and financial support for you to undertake courses of study that contribute to the improvements of your professional skills and knowledge relevant to our work and broader Australian Public Service.
- Through our investment in learning and development opportunities, and a positive performance culture, we provide diverse career pathways for our people to enable their mobility and adapt in a rapidly changing world.
- Improve your leadership skills, through the department's Professional Coaching Scheme and tailored leadership opportunities for staff members.
- Flexible working opportunities, including part time hours, home based work and job sharing.
- We offer generous leave entitlements of 20 days personal circumstances leave per year, with one month's accrual of leave credited on commencement and 150 hours of paid annual leave (based on a full-time employee), plus a range of other miscellaneous leave options to support you.
- Access to Aboriginal and Torres Strait Islander Ceremonial Leave under Subsection 85 of the Department of Infrastructure and Regional Development Enterprise Agreement 2016 (Agreement) participate in National Aboriginal and Islander Day Observation Committee (NAIDOC) ceremonies and leave for ceremonial purposes connected with the death of an immediate family member or extended family member or leave for other ceremonial obligations under Aboriginal and Torres Strait Islander lore and customs.
- Access to our six active Diversity Staff Networks that are established to help support and engage with members across the department. The networks share information, host events, and provide, networking and learning opportunities

Join our department and embark on a journey of growth, fulfillment, and well-being. Experience personal and professional development, prioritise your health, and be part of a vibrant and positive culture that empowers individuals and drives exceptional performance.



### Eligibility requirements

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

- Citizenship: candidates must be an Australian citizen to be eligible for employment with the department.
- Health Assessment: the preferred candidate 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. 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.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

### How to apply

Applications for this opportunity close at **11:59pm AEDT, Sunday 8 October 2023**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than 1 pages outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, no more than 3 pages. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's online recruitment system.

**Applications via Indeed will not be accepted.**

If you experience any issues with the system please contact the recruitment team on 02 6274 6161 or via email at [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) to discuss an alternative way to submit your application.

Please advise the contact officer if you require reasonable adjustments throughout the recruitment process.

The department is committed to the accessibility of our systems. If you find accessibility limitations in our systems, please contact [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) and an alternative application format will be provided to you.

Work with us. Apply now!

## Job Title: APS6 Indigenous Liaison Support Officer (Affirmative Measures), Capability and Culture



### APS6 Indigenous Liaison Support Officer (Affirmative Measures), Capability and Culture, Human Resources & Property APS Level 6

<b>Title:</b>	Indigenous Liaison Support Officer
<b>Classification(s):</b>	APS Level 6
<b>Employment Type:</b>	Ongoing, Full Time/Part time
<b>Salary:</b>	<p>\$88,466 - \$99,155 per annum plus 15.4% superannuation            APS6 IFA Salary - \$100,925 - \$105, 788  <i>Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).</i>  <i>The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.</i>  <i>These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.</i>  <i>For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact <a href="mailto:IFA@infrastructure.gov.au">IFA@infrastructure.gov.au</a></i></p>
<b>Business Division:</b>	Human Resources and Property
<b>Branch / Section:</b>	Human Resources & Property
<b>Location:</b>	Canberra; Brisbane; Darwin; Melbourne; Orange; Sydney; Townsville
<b>Security Clearance:</b>	Baseline Vetting
<b>Job Reference No:</b>	43829
<b>Contact Officer:</b>	s22(1)(a)(ii) <a href="mailto:s22(1)(a)@infrastructure.gov.au">@infrastructure.gov.au</a> , s22(1)(a)
<b>Closing Date:</b>	11.59pm AEDT, Sunday 8 October 2023

#### Our Department Values

Our values set the direction for what it means to work in our department. They inform the standard and expectations of behaviours, skills and capabilities and the attributes we currently have, will continually work to achieve and develop, and that we use to acknowledge and attract, retain and recruit into our department.



*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.*

### Work with us

At the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA) our work touches the lives of all Australians and underpins our economy and society. We offer job security, regional and city work locations, as well as generous leave and superannuation entitlements.

Our values and objectives are to be respectful, informed, collaborative, adaptive and accountable. Through our commitment to these values, as well as continuous learning and development, we maintain an inclusive, fulfilling and supportive environment that promotes the wellbeing of our people. Our Values also underpin our pro-integrity culture, where we promote professionalism and ethical work standards, and embed integrity in all aspects of our work.

With opportunities to apply your skills across a uniquely diverse portfolio, you can find your purpose and discover new and rewarding opportunities that enrich and connect the lives of all Australians.

Your life. Your contribution. Your development. Your passion.

### A little bit about us

#### Human Resources and Property Branch

The Human Resources and Property Branch (HR&P) supports the department to achieve its strategic outcomes by providing a range of client focused advice and essential services. We do this through building and sustaining a workplace culture of inclusivity, integrity and professionalism, reflective of a modern and responsive public service. We support diversity and value the contribution of people from diverse backgrounds.

The Indigenous Liaison Support Officer (ILSO) will be a member of the HR&P Branch and will work with the EL1 Indigenous Liaison Officer (ILO), as well as other key stakeholders, including the department's the First Nations Partnership Division and the First Nations Network.

#### First Nations Partnership Division and First Nations Commitments

Our vision is a united and connected Australia that respects and celebrates First Nations peoples' Traditional Ownership of the lands on which we work and live. We implement our vision to improve outcomes and the wellbeing of First Nations peoples across our vast spheres of influence including:

- First Nations Steering Committee
- The National Agreement on Closing the Gap
- Innovate Reconciliation Action Plan 2022-24

#### First Nations Network

Our First Nations Network (FNN) provides professional and social networking for First Nations staff members as well as support, learning and advocacy in our department. The FNN is managed by co-chairs and our First Nations Champion who coordinate activities and support network members to works to:

- Strengthen relationships with First Nations communities through programs and projects.
- Launch, develop and implement our Aboriginal and Torres Strait Islander Employment and Retention Strategy.
- Launch, develop and implement the Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy.
- Organise and celebrate First Nations culture.

### The opportunity we have available

The Indigenous Liaison Support Officer role is a HR based role that specifically focuses on First Nations matters and our First Nations staff. It has been established as a Human Resource Practitioner role to support projects related to the recruitment, retention and development of First Nations staff, and to contribute towards a culturally capable and inclusive workforce.

The role supports the Indigenous Liaison Officer (ILO) to provide cultural advice to staff and teams, promoting learning and development opportunities, and providing advice to First Nations staff.

Supporting the Indigenous Liaison Officer, you will work on a number of projects and initiatives including but not limited to:

- Assisting the ILO on First Nations strategies and initiatives supporting First Nations employment and retention.
- Stakeholder engagement, including close collaboration with the departments First Nations Partnerships Division, First Nations Network and First Nations Champion
- Assisting in the development of plans and objectives that contribute to the short and long term strategic planning initiatives of the department
- Collaborate closely with the Diversity and Culture Advisors on supporting the department's role across the broader APS in relation to diversity, equity and inclusion
- In liaison with the First Nations Network, support and promote a culture of inclusion through hosting various events and initiatives throughout the year, including NAIDOC Week.

### Who are we looking for?

To be successful in this role, you will need to demonstrate your ability to:

- Implement projects and/or programs, assist the ILO in actively promoting various professional development opportunities, such as the ANU Management program, Indigenous Development and Employment Program, Talent Management Program, and Indigenous Leadership Summits. These initiatives provide valuable career growth prospects for First Nations employees.
- Work with a level of independence, to understand the issues affecting Aboriginal and Torres Strait Islander peoples; and the ability to communicate sensitively and effectively with our First Nations staff.
- Engage effectively with stakeholders, under the guidance of the ILO collaborates and working in collaboration with the sections Diversity and Culture Advisor staff members, First Nations Partnership Division and the First Nations Network. Together, they work on implementing strategies and initiatives that support First Nations employment and retention within the department
- Strives for continuous improvement, generate and implement new ideas that will have a positive impact on the issues impacting Aboriginal and Torres Strait Islander peoples and the overall culture of the department.
- The position would suit an individual who understands HR matters, is passionate about supporting First Nations Staff to achieve their potential at work, and driving employment outcomes for First Nations Staff.

### What else can we offer?

We are dedicated to fostering personal and professional development, empowering individuals to set goals, acquire new skills, and cultivate unique qualities that define who they are. We believe that this not only leads to a more fulfilling and happier life but also enhances the overall quality of our work. Some of the benefits we offer include:

- Access to our study Assistance Program that provides paid leave and financial support for you to undertake courses of study that contribute to the improvements of your professional skills and knowledge relevant to our work and broader Australian Public Service.
- Through our investment in learning and development opportunities, and a positive performance culture, we provide diverse career pathways for our people to enable their mobility and adapt in a rapidly changing world.
- Improve your leadership skills, through the department's Professional Coaching Scheme and tailored leadership opportunities for staff members.
- Flexible working opportunities, including part time hours, home based work and job sharing.
- We offer generous leave entitlements of 20 days personal circumstances leave per year, with one month's accrual of leave credited on commencement and 150 hours of paid annual leave (based on a full-time employee), plus a range of other miscellaneous leave options to support you.
- Access to Aboriginal and Torres Strait Islander Ceremonial Leave under Subsection 85 of the Department of Infrastructure and Regional Development Enterprise Agreement 2016 (Agreement) participate in National Aboriginal and Islander Day Observation Committee (NAIDOC) ceremonies and leave for ceremonial purposes connected with the death of an immediate family member or extended family member or leave for other ceremonial obligations under Aboriginal and Torres Strait Islander lore and customs.
- Access to our six active Diversity Staff Networks that are established to help support and engage with members across the department. The networks share information, host events, and provide, networking and learning opportunities.

Join our department and embark on a journey of growth, fulfillment, and well-being. Experience personal and professional development, prioritise your health, and be part of a vibrant and positive culture that empowers individuals and drives exceptional performance.





### Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** the preferred candidate 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. 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

Applications for this opportunity close at **11:59pm AEDT, Sunday 8 October 2023**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than **two pages** outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, to a maximum of **three pages**. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's online recruitment system.

**Applications via Indeed will not be accepted.**

If you experience any issues with the system please contact the recruitment team on 02 6274 6161 or via email at [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) to discuss an alternative way to submit your application.

Please advise the contact officer if you require reasonable adjustments throughout the recruitment process.

The department is committed to the accessibility of our systems. If you find accessibility limitations in our systems, please contact [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) and an alternative application format will be provided to you.

Work with us. Apply now!

TALENT

Choose your

PATH

JOURNEY

ADVENTURE

## APS Level 6 – Indigenous Liaison Officer (Affirmative measure)

<b>Title:</b>	Indigenous Liaison Officer (Affirmative measure)
<b>Classification:</b>	APS6
<b>Employment Type:</b>	Non-ongoing/Full-time
<b>Specified Term:</b>	N/A
<b>Salary Range:</b>	From \$84,288 – \$94,472 (Plus Superannuation)
<b>Division:</b>	People, Governance, Parliamentary and Communications
<b>Branch / Section:</b>	Human Resources and Property Branch
<b>Location – Building &amp; City:</b>	Nishi, Canberra ACT
<b>Security Clearance:</b>	Baseline Vetting Level
<b>Contact Officer:</b>	s22(1)(a)(ii) _____, s22(1)(a)(ii) _____ @infrastructure.gov.au
<b>Closing Date and Time:</b>	<b>TBC</b>

### Our Department values

Our values set the direction for what it means to work in our department. They inform the standard and expectations of behaviours, skills and capabilities and the attributes we currently have, will continually work to achieve and develop, and that we use to acknowledge and attract, retain and recruit into our department.

We are **Collaborative** – we work together and with others across the system, to achieve our objectives and deliver for the Australian community.

We are **Respectful** – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the Department.

We are **Informed** – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices.

We are **Adaptive** – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world.

We are **Accountable** – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

*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.*

**TALENT**
**Choose your**
**PATH**
**JOURNEY**
**ADVENTURE**

*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 People, Governance, Parliamentary and Communication Division supports the department to achieve its strategic outcomes by providing a range of client focused advice and essential services.

This includes work by the Human Resources and Property Branch to build and sustain a workplace culture of inclusivity, integrity and professionalism, reflective of a modern and responsive public service.

### **The opportunity we have available**

The Indigenous Liaison Officer (ILO) has a strong involvement in addressing workplace issues relating to Aboriginal and Torres Strait Islander employees and provides broader advice to the department on cultural issues, including the enrichment of cultural awareness within the workplace.

The ILO will assist with the promotion and implementation of departmental programs and strategies focusing on the attraction, recruitment, retention and development of Aboriginal and Torres Strait Islander employees.

### **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.

We are looking for the right person to fill this role at either the APS 5 or APS 6 level. Successful applicants will be offered a position at the level that reflects their demonstrated capability and experience.

For further details on the requirements and expectations of each level, refer to the [APS Work Level Standards](#), available from the Australian Public Service Commission website ([www.legacy.apsc.gov.au](http://www.legacy.apsc.gov.au)).

TALENT

Choose your

PATH

AD  
VENTUREJOUR  
NEY**What else can we offer?**

We are a diverse and collaborative department and offer:

- Exposure to high profile and exciting pieces of work
- Networking opportunities across the department and wider APS
- Capability development opportunities focused on your individual goals
- Mentoring and coaching
- 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**

Applications for this opportunity close at **11:59pm AEDT, Sunday XX XX 2022**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of **no more than two pages** outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, to a **maximum of three pages**. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's [online recruitment system](#). **Applications via Indeed will not be accepted.**

**TALENT**

Choose your

**PATH**

**JOURNEY**

**ADVENTURE**

If you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) to discuss an alternative way to submit your application.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

## Job Title: Indigenous Liaison Officer



### Indigenous Liaison Officer, Human Resources & Property APS Level 6

<b>Title:</b>	Indigenous Liaison Officer
<b>Classification(s):</b>	APS Level 6
<b>Employment Type:</b>	Ongoing, Full Time
<b>Salary:</b>	\$82,635 - \$92,620
<b>Business Division:</b>	People, Governance, Parliamentary & Communication
<b>Branch / Section:</b>	Human Resources & Property / Capability and Culture
<b>Location:</b>	Canberra
<b>Security Clearance:</b>	Baseline Vetting
<b>Job Reference No:</b>	31808
<b>Contact Officer:</b>	s22(1)(a)(ii)
<b>Closing Date:</b>	11.59pm AEDT, Friday 23 October 2020

*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

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

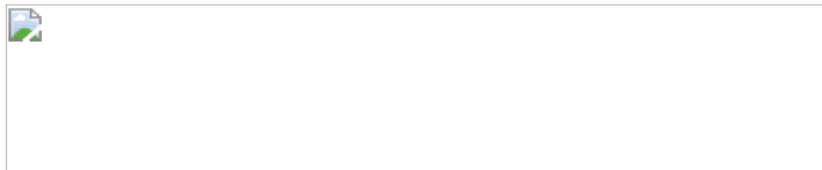
In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of **no more than two pages** outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, to a **maximum of three pages**. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's [online recruitment system](#). **Applications via Indeed will not be accepted.**

If you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) to discuss an alternative way to submit your application.



## Job Title: APS Level 6 Diversity Officer (Identified Position) - People and Performance Branch



### About the Department of Infrastructure and Regional Development

The Department of Infrastructure and Regional Development contributes to the wellbeing of all Australians by assisting the Government to: promote, evaluate, plan and invest in infrastructure; foster an efficient, sustainable, competitive, safe and secure transport system; and ensure a strong and liveable Australia by focusing on effective local government and external territories administration and regional development that enables communities to achieve economic and social dividends.

The Department supports workplace diversity and values the contribution of people from diverse backgrounds. In particular, applications are encouraged from Aboriginal and/or Torres Strait Islander people; people with disability and people with cultural and linguistic diversity.

<b>Title:</b>	Diversity Officer (Identified position)
<b>Classification:</b>	APS Level 6
<b>Employment Type:</b>	Ongoing - fulltime
<b>Salary:</b>	From \$74,852 to \$83,898
<b>Business Division:</b>	Corporate Services
<b>Branch/ Section:</b>	People and Performance Branch / Recruitment and Diversity Section
<b>Location:</b>	Canberra
<b>Security Clearance:</b>	Baseline Vetting
<b>Job Reference No:</b>	9842
<b>Contact Officer:</b>	s22(1)(a)(ii)
<b>Closing Date:</b>	11.59pm AEST Monday, 3 August 2015

### About the Business Division:

Corporate Services provides high quality business services, systems and advice to Ministers, Parliament and the department. Through its teams it is responsible for providing ministerial and parliamentary services, financial management services, human resource management services, information technology services, legal services, communications services, governance and other corporate services.

### About the Position:

The Recruitment and Diversity Section develops policies and procedures to ensure efficient and effective, client focussed recruitment advice and online recruitment services are provided to the Department. The Section is also responsible for working with business divisions and external agencies to identify employment opportunities, and manage employment programmes, including those to improve the participation of Aboriginal and/or Torres Strait Islander people and people with disability in the workplace.

The Diversity Officer must demonstrate:

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

The Diversity Officer is responsible for:

- managing the day to day operations of the diversity team, including supervision, performance and development;
- managing the Department's diversity and equity programs, including Indigenous employment and disability employment programs and diversity initiatives;
- liaising with, and providing secretariat support as necessary, to the Department's Indigenous Staff Network, Disability Working Group, Reconciliation Action Plan Working Group and Agency Multicultural Plan Working Group;
- developing, coordinating, monitoring and reporting on activities under the various Departmental Workplace Diversity plans including the Disability Workforce Action Plan, the Reconciliation Action Plan and the Agency Multicultural Plan;
- managing the delivery of outcomes identified in the Department's Workforce Diversity Framework, including annual review and reporting activities;
- developing and implementing strategies to ensure compliance with relevant legislation and APS policy and practices;
- building strong and effective relationships with internal and external stakeholders in the delivery of diversity and equity related activities;
- providing complex reports, minutes and updates to the Executive of the Department regarding diversity initiatives; and
- researching and implementing best practice entry level recruitment programs, ensuring they are accessible to a greater diversity of candidates consistent with the Department's Workplace Diversity and Equity Strategy.

**Please note:** The word limit for each criterion response is set out below. This is inclusive of dot points under each of the criterion. Text that is included over the word limit will not be assessed.

#### **Selection Criteria:**

*Please provide a combined response for **selection criteria 1-5** addressing the following criteria.*

***Please limit your response to 1500 words.***

#### **Selection Criteria 1: Cultivates Productive Working Relationships**

This encapsulates teamwork, respect for your colleagues, and nurturing all your internal and external working relationships, facilitating cooperation and partnership, valuing individual differences and diversity and guiding and mentoring people.

#### **Selection Criteria 2: Communicates With Influence**

This emphasises the importance of excellence in communication – both oral and written – with all your internal and external stakeholders, colleagues and clients. The ability to negotiate persuasively and listen, understand and adapt to the audience.

#### **Selection Criteria 3: Achieves Results**

This is about your commitment to working towards the delivery of outcomes and your ability to develop innovative ways of contributing to the Department's organisational needs and marshalling expertise. It is also about how you deal with and implement change and deal with uncertainty.

#### **Selection Criteria 4: Exemplifies Personal Drive and Integrity**

This is about pushing yourself to achieve your work goals whilst maintaining the absolute integrity that is expected of us all. Integrity emphasises the importance of ethical behaviour in the workplace, upholding the APS Values and Code of Conduct, and the application of the merit principle in decision-making. It is also about how you engage with risk and show personal courage and resilience.

#### **Selection Criteria 5: Shapes Strategic Thinking**

This is about focussing strategically and harnessing information and opportunities in your work. This criterion examines your judgement, intelligence and common sense.

#### **Selection Criteria 6: Demonstrates Skills and Expertise**

*Please address **selection criteria 6** to a **maximum of 500 words.***

This is about your skills and expertise to perform the duties of the position.

#### **Eligibility**

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be engaged in the APS unless the Agency delegate has agreed, in writing. Applicants are to indicate their citizenship when applying online. The successful applicant will need to hold or obtain a security clearance BEFORE commencement. Loss of a security clearance at any time will lead to termination of employment.

**How to apply**

- If you have NOT registered with our Online Application System, you can begin your Application by clicking the 'Apply' button.
- If you are unsure if you have registered before, or you have forgotten your logon details, go to the Sign in page and follow the step

The Department is committed to the accessibility of our systems. If you find accessibility limitations in our systems, please contact [recruitment@infrastructure.gov.au](mailto:recruitment@infrastructure.gov.au) and an alternative application format will be provided to you.



### People and Performance Branch

The People and Performance Branch has responsibility for the development and implementation of policies and frameworks that support business divisions in the delivery of government policies and programs.

### Indigenous Liaison Officer

The Indigenous Liaison Officer (ILO) has a strong involvement in addressing workplace issues relating to Aboriginal and Torres Strait Islander employees and provides broader advice to the department on cultural issues, including the enrichment of cultural awareness within the workplace.

The ILO will assist the People Strategy and Planning team and Talent Acquisition team with the promotion and implementation of departmental programs and strategies focusing on the attraction, recruitment, retention and development of Aboriginal and Torres Strait Islander employees.

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

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

### Key Responsibilities

Under the direction of the APS Level 6 Supervisor, the ILO will:

- Assist in the implementation and progression of actions/initiatives of the department's Reconciliation Action Plan
- Assist in the implementation and promotion of the Aboriginal and Torres Strait Islander Employment Strategy
- Liaise with the department's Indigenous Staff Network to increase and retain Indigenous representation within the department
- Assist in the promotion of ongoing development and higher learning opportunities for Indigenous employees
- Provide ongoing pastoral care to incoming and existing Indigenous employment program participants
- Book cultural awareness training as needed for team members of Indigenous employees
- Assist in the organisation and promotion of departmental activities on days of cultural significance including Reconciliation Week and NAIDOC Week
- Assist the Talent Management Programs team to engage and attract Aboriginal and Torres Strait Islander University students
- Assist in the promotion of available Indigenous employment programs and support offered by the Corporate Services Division
- Attend Indigenous Liaison Officer Network meetings to promote cross-departmental collaboration and provide advice to the team on the Network's actions and progress
- Monitor and update relevant content on the department's external webpage and internal ENTR pages
- Be available to attend internal staff meetings as a support person for all Indigenous employees, including providing advice on available support services
- Complete ad hoc duties as required

<b>Title</b>	Did you know the department has an Indigenous Liaison Officer?
<b>Description</b>	Click here to find out more about the newly appointed ILO, and what it means for the department!
<b>Content</b>	<p>The People and Performance Branch has created a new Affirmative Measures Indigenous Liaison Officer (ILO) role within the People Strategy and Planning team.</p> <p>This role supports the actions within the upcoming Aboriginal and Torres Strait Islander Employment Strategy 2018-2020 by providing ongoing cultural advice to the department, promoting opportunities to our Indigenous staff, and actively engaging and attracting Aboriginal and Torres Strait Islander people into our workforce.</p> <p>The ILO will have a strong involvement in addressing workplace issues relating to Aboriginal and Torres Strait Islander employees and will be available as a department-wide shared resource to provide broader advice to work areas on cultural issues, including the enrichment of cultural awareness across the department.</p> <p><b>Ask the ILO about:</b></p> <ul style="list-style-type: none"> <li>• Attracting and retaining Aboriginal and Torres Strait Islander employees,</li> <li>• Recruitment best practices, and the use of Affirmative Measures positions,</li> <li>• Internal and whole of APS Affirmative Measures employment programs,</li> <li>• The department's Indigenous Staff Network,</li> <li>• Engaging Aboriginal Elders when hosting a Welcome to Country,</li> <li>• Best practice when using an Acknowledgement to Country ,</li> <li>• Learning and career development opportunities for Indigenous employees,</li> <li>• Support services for Aboriginal and Torres Strait Islander employees, and</li> <li>• Corporately funded cultural awareness training</li> </ul> <p><b>Ask the People Strategy and Planning team about:</b></p> <ul style="list-style-type: none"> <li>• The Aboriginal and Torres Strait Islander Employment Strategy 2018-2020,</li> <li>• The department's Reconciliation Action Plan (RAP) and the RAP Working Group, and</li> <li>• The Inclusion and Diversity Strategy</li> </ul> <p><b>Ask the Talent Acquisition team about:</b></p> <ul style="list-style-type: none"> <li>• The Indigenous Affirmative Measures University Vacation Employment Program,</li> <li>• The Indigenous Australian Government Development Program,</li> <li>• The Australian Government Indigenous Lateral Entry Program,</li> <li>• The Affirmative Measures Capability Development Program, and</li> <li>• The APSC Indigenous Graduate Pathways Program!</li> </ul> <p><b>Contact Details</b></p> <p>To find out more, contact s22(1)(a)(ii) , our new ILO on s22(1)(a) or via email at s22(1)(a)(ii) <a href="mailto:s22(1)(a)(ii)@infrastructure.gov.au">@infrastructure.gov.au</a>. Please note, s22( works part time from Wednesday – Friday.</p> <p>For all other enquires, contact the People Strategy and Planning team at s22(1)(a)(ii) <a href="mailto:s22(1)(a)(ii)@infrastructure.gov.au">@infrastructure.gov.au</a> or the Talent Acquisition team at <a href="mailto:Recruitment@infrastructure.gov.au">Recruitment@infrastructure.gov.au</a> or pop in and visit us on Level 6 West, 62 Northbourne Ave!</p>



**Australian Government**  
 Department of Infrastructure, Transport,  
 Regional Development, Communications and the Arts

# External Job Description

## Indigenous Liaison Officer (Affirmative Measures - Indigenous)

<b>Position title:</b>	Indigenous Liaison Officer
<b>Classification:</b>	EL1
<b>Employment Type:</b>	Ongoing
<b>Division:</b>	Human Resources & Property
<b>Branch/Section:</b>	Diversity, Equity and Inclusion
<b>Location:</b>	Various
<b>Security Clearance:</b>	Baseline
<b>Job Reference Number:</b>	43701

### Work with us



At the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA) our work touches the lives of all Australians and underpins our economy and society. We offer job security, regional and city work locations, as well as generous leave and superannuation entitlements. Our values and objectives are to be respectful, informed, collaborative, adaptive and accountable. Through our commitment to these values, as well as continuous learning and development, we maintain an inclusive, fulfilling and supportive environment that promotes the wellbeing of our people. Our Values also underpin our pro-integrity culture, where we promote professionalism and ethical work standards, and embed integrity in all aspects of our work.

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

With opportunities to apply your skills across a uniquely diverse portfolio, you can find your purpose and discover new and rewarding opportunities that enrich and connect the lives of all Australians.

**Your life. Your contribution. Your development. Your passion.**

*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

### Human Resources and Property Branch

The Human Resources and Property Branch (HR&P) supports the department to achieve its strategic outcomes by providing a range of client focused advice and essential services.

We do this through building and sustaining a workplace culture of inclusivity, integrity and professionalism, reflective of a modern and responsive public service. We support diversity and value the contribution of people from diverse backgrounds.

The Indigenous Liaison Officer (ILO) works within the HR&P Branch and key stakeholder include the First Nations Partnership Division, the First Nations Network, First Nations staff members and all staff.

### First Nations Partnership Division and First Nations Commitments

Our vision is a united and connected Australia that respects and celebrates First Nations peoples' Traditional Ownership of the lands on which we work and live. We implement our vision to improve outcomes and the wellbeing of First Nations peoples across our vast spheres of influence including:

- First Nations Steering Committee
- The National Agreement on Closing the Gap
- Innovate Reconciliation Action Plan 2022-24

### First Nations Network

Our First Nations Network (FNN) provides professional and social networking for First Nations staff members as well as support, learning and advocacy in our department. The FNN is managed by co-chairs and our First Nations Champion who coordinate activities and support network members to works to:

- Strengthen relationships with First Nations communities through programs and projects.
- Launch, develop and implement our Aboriginal and Torres Strait Islander Employment and Retention Strategy.
- Launch, develop and implement the Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy.
- Organise and celebrate First Nations culture.

## The opportunity we have available

The Indigenous Liaison Officer role is a HR based role that specifically focuses on First Nations matters and our First Nations staff. It has been established as a Human Resource Practitioner role to guide and support projects related to the recruitment, retention and development of First Nations staff, and to contribute towards a culturally capable and inclusive workforce. The role includes providing cultural advice to staff and teams, promoting learning and development opportunities, and providing pastoral support and guidance to First Nations staff. Working to the Director, Diversity, Equity and Inclusion (D&I) within the HR&P Branch, the ILO will be responsible for, but not limited to, the following:

- Providing expertise and technical knowledge regarding matters that affect First Nations peoples, across a range of programs and activities and assist with implementation
- Being accountable for developing plans and objectives that contribute to the short and long term strategic planning initiatives of the department
- Supporting internal stakeholders to analyse, research and make decisions on a range of complex issues that impact First Nations 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 key stakeholders, including the the Department's First Nations Partnership Division and staff led First Nations Network
- Undertaking a pastoral care and support role for departmental Aboriginal and/or Torres Strait Islander employees.

## Who are we looking for?

As the ILO you will provide strategic advice on First Nations employment, corporate guidance on cultural issues and pastoral care to assist in building the organisation's cultural capability and safety for First Nations employees.

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

- **Work independently to deliver outcomes**, applying your judgement, communication skills, knowledge of relevant legislation and policies, and understanding of the issues facing First Nations people in both the workplace and broader community.
- **Engage and collaborate with key stakeholders**, The ILO collaborates closely with First Nations staff and their managers. The ILO also works with the First Nations Policy Coordination Division and First Nations Network to implement strategies and initiatives that support First Nations employment and retention within the department.
- **Research, review and evaluate projects and/or programs**, including the promotion of various professional development opportunities, such as the ANU Management program, Indigenous Development and Employment Program, Talent Management Program, and Indigenous Leadership Summits. These initiatives provide valuable career growth prospects for First Nations employees.
- **Provide expert advice**, including guidance and support to employees and teams regarding cultural capability and safety, and actively contributing to creating a culturally capable workplace by offering insights on learning and development opportunities. Additionally, the ILO provides pastoral care to First Nations employees and cultural support to Managers of First Nations employees.

The position would suit an individual with strong HR experience, and who is passionate about supporting First Nations Staff to achieve their potential at work and driving employment outcomes for First Nations Staff.

## What else can we offer?





### Your life

We provide the environment you need through excellent conditions and a supportive, values-driven culture, allowing you to keep being you.



### Your contribution

Our collaborative and supportive culture fosters high performing teams where you are valued for your expertise, experiences and point of view.



### Your development

Commence or enhance your career pathway and build your knowledge, skills and experience through our commitment to learning and development and professional opportunities.



### Your passion

Our breadth of work provides unmatched opportunities to apply your subject matter expertise while discovering new interests across our diverse portfolio.

We are dedicated to fostering personal and professional development, empowering individuals to set goals, acquire new skills, and cultivate unique qualities that define who they are. We believe that this not only leads to a more fulfilling and happier life but also enhances the overall quality of our work. Some of the benefits we offer include:

- Access to our study Assistance Program that provides paid leave and financial support for you to undertake courses of study that contribute to the improvements of your professional skills and knowledge relevant to our work and broader Australian Public Service.
- Through our investment in learning and development opportunities, and a positive performance culture, we provide diverse career pathways for our people to enable their mobility and adapt in a rapidly changing world.
- Improve your leadership skills, through the department's Professional Coaching Scheme and tailored leadership opportunities for staff members.
- Flexible working opportunities, including part time hours, home based work and job sharing.
- We offer generous leave entitlements of 20 days personal circumstances leave per year, with one month's accrual of leave credited on commencement and 150 hours of paid annual leave (based on a full-time employee), plus a range of other miscellaneous leave options to support you.
- Access to Aboriginal and Torres Strait Islander Ceremonial Leave under Subsection 85 of the Department of Infrastructure and Regional Development Enterprise Agreement 2016 (Agreement) participate in National Aboriginal and Islander Day Observation Committee (NAIDOC) ceremonies and leave for ceremonial purposes connected with the death of an immediate family member or extended family member or leave for other ceremonial obligations under Aboriginal and Torres Strait Islander lore and customs.
- Access to our six active Diversity Staff Networks that are established to help support and engage with members across the department. The networks share information, host events, and provide, networking and learning opportunities

Join our department and embark on a journey of growth, fulfillment, and well-being. Experience personal and professional development, prioritise your health, and be part of a vibrant and positive culture that empowers individuals and drives exceptional performance.

## Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** the preferred candidate 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**. 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.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.