



Job Description

Director Aboriginal Policy, Planning and Reconciliation (50D)

Level 8

| | | | |
|--------------------------------------|---------------------------------|-------------------------|---|
| Position Number: | 00029306 | FTE: | 1.0 |
| Directorate: | Policy, Planning and Innovation | Agreement/Award: | Public Service Award 1992 Public Sector CSA Agreement 2019 or as replaced |
| Branch: | Policy, Planning and Innovation | | |
| Location: | Osborne Park | | |
| Permanent/Temporary Position: | Permanent | | |

Reporting Relationships

Reports to:

Executive Director, Policy, Planning and Innovation, Class 3

Other officers reporting to the above office:

Director State Workforce Planning, Level 9
Director Policy, Planning and Research, Level 9
Director Performance, Evaluation and Statistics, Level 8
Director Office of the State Training Board, Level 8
Executive Assistant, Level 3

This Office – officers under direct responsibility:

Senior Program Officer, Level 6
Aboriginal Program Assistant, Trainee

Key Role Statement

The Director Aboriginal Policy, Planning and Reconciliation provides specialist Aboriginal cultural advice and information to inform and support Aboriginal inclusion and reconciliation in the Vocational Education and Training sector. The position is responsible for leading the development and implementation of the Department's Reconciliation Action Plan. The position is accountable for providing an Aboriginal perspective to ensure policy development and service delivery enhances opportunities for Aboriginal people to gain vocational skills, meaningful employment and economic development opportunities.

Key Responsibilities

- Provide strategic high-level advice on the development, implementation and review of the Department's policies and strategies in relation to Aboriginal employment and training, including to internal and external stakeholders, senior Departmental staff, the vocational education and training sector, and State and national level forums and working parties.
 - Develop strategic approaches to Aboriginal employment and training, which contribute to the attainment of nationally agreed targets. Provide advice on Aboriginal employment and training programs and services to ensure they are culturally appropriate, effective and efficient.
 - Lead the Department's Reconciliation Action Plan, including liaison with the Department's Aboriginal Advisory Group and other external stakeholders including government, relevant community groups/community leaders, private sector providers, not for profit sector and TAFE Colleges to work towards maximising positive outcomes in Aboriginal education, training and employment.
 - Guide the effective development, management, coordination and implementation of Aboriginal workforce development strategies and provide cultural leadership across the Jobs and Skills Centre network and other relevant services.
 - Provide high level briefings, presentations and advice and guidance to executive, senior management and business areas with regard to developing Aboriginal inclusion to ensure that culturally sensitive and culturally responsive services and processes are provided by the Department to Aboriginal people and their communities.
-

Selection Criteria**Essential**

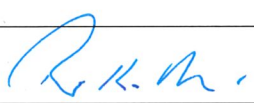
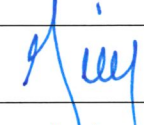
- Proven leadership and management skills in developing policy and planning strategies and initiatives to influence positive outcomes for Aboriginal people.
- Highly developed verbal and written communication skills including preparation of briefings, presentations and demonstrated ability to provide strategic policy advice and recommendations on complex issues.
- Demonstrated knowledge of the challenges and opportunities relating to Aboriginal training, employment and economic development.
- Highly developed interpersonal and influencing skills to deal with sensitive issues and demonstrated ability to communicate effectively to diverse audiences, using a variety of strategies, establish relationships and negotiate with stakeholders.
- Demonstrated ability to work as a team member in a multi-skilled team which can address changing needs, make collaborative decisions and work closely with team members to achieve identified outcomes.

Other Requirements

1. May be required to work from any Department worksite.
2. Aboriginality under Section 50D of the *Equal Opportunity Act 1984*

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

| Branch Director | | Delegated Authority | |
|-----------------|---|---------------------|---|
| Name: | Ross Kelly | Name: | Anne Driscoll |
| Position: | A/Executive Director | Position: | Director General |
| Signature: |  | Signature: |  |
| Date: | 17-3-2020 | Date: | 17/3/20 |

HR USE ONLY

| | | | |
|-------------------------------------|-----------|-------------------------------|-------------|
| Date Registered on Content Manager: | 18/3/2020 | Content Manager Reference No. | F20/0000368 |
|-------------------------------------|-----------|-------------------------------|-------------|