

JOB ROLE STATEMENT

SENIOR ADVISOR ABORIGINAL EMPLOYMENT PARTICIPATION LEVEL 6

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH BUSINESS MANAGEMENT

POSITION NO P0070504

KEY RESPONSIBILITIES

Provide specialist advice and support to all major infrastructure projects in relation to indirect employment opportunities for Aboriginal people. Engage collaboratively with Aboriginal businesses, Main Roads' Contracting partners, job network providers and local labour supply companies to promote and secure employment opportunities for Aboriginal people.

KEY DELIVERIES

Aboriginal Employment Strategies

- Manage the promotion and securing of indirect employment opportunities for Aboriginal people throughout projects delivered by the Office of Major Transport Infrastructure Delivery (OMTID).
- Promote the benefits of Aboriginal employment initiatives to our external contractors and business community.
- Provide ongoing mentoring and support to Aboriginal businesses to grow, attract and retain Aboriginal employees in the civil infrastructure sector.
- Analyse and identify solutions to barriers for indirect Aboriginal employment with sensitivity to cultural aspects.
- Liaise with contractors, job network providers and local labour supply companies on all matters pertaining to the attraction, retention, training and development of Aboriginal employees.
- Participate in the planning, development and implementation of indirect employment initiatives by collaborating with Project Managers, project delivery teams, Project Governance Committees to identify and influence compliance with Main Roads' Aboriginal engagement strategy and Metronet's Gnarla Bididi Strategy.
- Develop a strong and collaborative relationship with Government education providers and their training staff to support the progress of mutually beneficial education and training development in the metropolitan and regional areas.
- Identify and report on emerging/ongoing education and training issues which may impact on the ability of projects to comply with their Aboriginal Employment Targets.
- Review and report on Aboriginal employment participation targets and performance across projects.
- Facilitate the resolution of issues raised by the Aboriginal communities on education and training matters on projects.
- Provide cultural, personal and technical mentoring and coaching across projects.

Stakeholder Relationships

- Build and enhance trusting and enduring relationships with the representatives of Aboriginal communities.
- Facilitate community consultations and communications whilst managing community expectations.
- Build and enhance professional relationships with Contractors, job network providers and local labour supply companies to encourage Aboriginal employment.
- Build and enhance professional relationships with relevant State and Federal Government agencies and bodies that provide education, training, employment and small business development assistance to Aboriginal people.
- Build and maintain effective working relationships with internal Main Roads stakeholders.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) **TITLE AND LEVEL**
PRINCIPAL ADVISOR ABORIGINAL ENGAGEMENT

LEVEL 7

POSITION NO
P0070165

SENIOR ADVISOR ABORIGINAL EMPLOYMENT PARTICIPATION LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

- Australian Aboriginality is the genuine qualification for this position in accordance with the Section 50(d) of the Equal Employment Opportunity Act 1984. To perform this role, it is essential that the person who holds the role be an Australian Aboriginal person.
- Substantial skill, knowledge and experience in:
 - building and enhancing stakeholder relationships including interpersonal relationships with Aboriginal people
 - developing, promoting and implementing initiatives that result in employment opportunities for Aboriginal people
 - social and cultural norms and protocols in interacting with Aboriginal people
 - presentation, influencing and negotiation
- Knowledge of:
 - Aboriginal intercommunity interactions including the relations with the land and resources
 - Aboriginal community locations across Western Australia
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.


OTHER REQUIREMENTS

Appointment to this role is also subject to:

- Willingness and ability to undertake intrastate travel to aboriginal communities in remote parts of Western Australia.
- Undertaking some out of hours work, when required

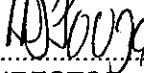
CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 24.7.20

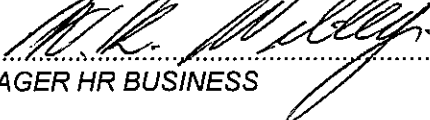
 BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 24/07/2020

 EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 24/7/20

 MANAGER HR BUSINESS