



Position Description

Senior Manager Aboriginal Advancement

Aboriginality is genuine occupational qualification for this position (within the meaning of Section 50D of the Equal Opportunity Act 1984).

Position Number: 100744

Reports to: Executive Director of Strategy and Engagement,
Class 2

Classification Level: Level 8

Directorate / Division: Strategy and Engagement

Supervises: 1 FTE

Branch / Section: Strategy and Engagement

Location: Joondalup

Role summary

This role will lead the department to become a forward and outwards thinking organisation that excels in building and maintaining strong relationships with Aboriginal and Torres Strait Islanders, shapes Department strategy to achieve the best outcomes for Aboriginal people and champions and leads cross-Government and Commonwealth collaboration. The successful candidate will advise the Director General and Corporate Executive and influence the highest levels of Government and peak Aboriginal bodies.

The role is also responsible for mitigating critical risks arising from the organisations legal, operational and social responsibilities and will lead the establishment of open, trusted and effective relationships with key Aboriginal and Government stakeholders. The role provides expertise and advice to the Minister and National Cabinet as required and provides technical representation at Commonwealth meetings/committees.

Responsible for

- Leading the delivery of shared objectives relating to Aboriginal Affairs including strategic direction setting, planning, policy development, quality leadership and building a dynamic and innovative organisational culture.
 - Establishing and leading a coordinated, ambitious Aboriginal Affairs advancement program for the Department.
 - Championing State/Federal collaboration to maximise outcomes for Aboriginal and Torres Strait Islanders.
 - Providing high level strategic advice and direction to the Director General, Minister, Department of Premier and Cabinet and Commonwealth on Departmental Aboriginal Affairs. Provide advice and technical expertise to major projects, committees and advisory groups and project boards.
 - Implementing and promote positive change in the Department by forming excellent relationships with Corporate Executive and key staff at all levels to help create cross-agency enthusiasm for sound business changes.
 - Complying with, promoting and clarifying public sector legislative requirements and departmental policies, procedures, including exercising given delegations.
 - Identifying, managing and mitigating issues of major reputation risk to the Director General, Executive and State Government.
 - Identifying and lead opportunities for State-wide Government collaboration particularly around Aboriginal Engagement, Reconciliation Action Plans and Aboriginal Empowerment Strategies.
 - Designing and delivering an effective behaviour change program to increase staff engagement in Aboriginal Affairs regardless of current skill level.
 - Proactively identifying and supporting the development of high-profile relationships with Aboriginal and Torres Strait Islander peak bodies and groups.
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- Inspiring staff, partner agencies, the community and industry to work together to set goals and develop shared strategies for Aboriginal Advancement.
- Driving an agency culture of inclusion, respect and recognition of all Aboriginal and Torres Strait Islander people.
- Ensuring resources, including financial, physical, technological and information requirements, align with the agency's strategic objectives and service delivery commitments to Aboriginal Advancement.

Work related requirements

The following is to be read in the context of the preceding sections of this document.

Essential

- Under Section 50D of the Equal Opportunity Act 1984, Aboriginality is a genuine qualification for this position.
- Strong track record leading, managing and delivering Aboriginal Affairs/Engagement strategies and programs.
- Proven ability to lead and inspire change, including ability to plan ahead, motivate senior stakeholders and advocate on behalf of Government.
- Demonstrable results leading and enhancing organisational capability to successfully engage traditional owners. e.g., through the provision of advice, education, mentoring and training.
- Well-developed interpersonal and communication skills; listening, understanding, and adapting to stakeholders; able to influence and collaborate with others, and gain cooperation to overcome obstacles particularly in consultation.
- Proven ability to develop and implement processes, procedures, guidelines, and governance.

Desirable

- Ability to demonstrate exemplary relationships and established networks with Aboriginal and Torres Strait Islander groups and peak bodies.
- An established track record of designing and developing stakeholder engagement and behaviour change programs.
- Experience identifying and capitalising on opportunities, minimising risks and maximising collaboration and efficiency.

Our Values



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

Special Equipment/Requirements

Ability for independent travel.