



Position Description

Indigenous Liaison Officer – Affirmative Measure

Position Detail	
Classification	Executive Level 1
Employment Status	<input checked="" type="checkbox"/> Non-Ongoing <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <i>(Please note, the department supports flexible working arrangements.)</i>
Location	Alice Springs NT
Salary range	EL1: \$115,996 - \$128,200
Security Assessment	<input checked="" type="checkbox"/> Baseline <input type="checkbox"/> NV1 <input type="checkbox"/> NV2 <input type="checkbox"/> PV The successful candidate will have the ability to obtain and maintain the nominated security clearance.
Manager Details	s 22(1)

The Role

The Northern Territory State Office is part of the Workforce Australia Provider Support Division responsible for:

- Program and contract management of contracted employment and skills services providers.
- Regional and place-based strategies, programs and initiatives that respond to local labour market needs.
- Industry and employer focused initiatives that respond to workforce shortages and seasonal labour needs.

The Indigenous Liaison Officer is a unique role and reflects the work to shape and influence policy, generate insights, and to inspire the capabilities and mindsets needed to strengthen a partnership approach to our work. The role will contribute to meaningful initiatives that genuinely matter to First Nations people while connecting with the diverse and vibrant cultural fabric of the region.

Reporting to the Northern Territory State Manager the Indigenous Liaison Officer is responsible for:

Duties and Responsibilities

The Indigenous Liaison Officer in Alice Springs will be responsible for a renewed focus on client-centric delivery, relationships and performance, enhanced local intelligence and other data, place-based projects and initiatives, and supporting our Executive and Ministers to achieve jobs and skills outcomes in Central Australia. Reporting to the Northern Territory State Manager, the Indigenous Liaison Officer will have broad responsibility to lead a range of work and projects working in collaboration with a range of internal and external stakeholders.

Responsibilities of the EL1 may include:

Central Australia Focus:

- Providing cultural guidance and support to Northern Territory State Office and Senior Executives on matters affecting First Nations people relevant to the work of the department.
- Actively engaging with key stakeholders to improve industry, employer and client awareness, and uptake of our programs.
- Addressing the effects for clients moving between employment services and boundaries (Community Development Program and Disability Employment Services) into Workforce Australia Services.
- Working closely with staff, including Skills and Training Group, on the rollout of Remote Training Hubs, and to support the transition of Skills for Education and Employment Program and Australian Apprenticeships Support Network.
- Working closely with staff on Alice Springs At Risk Market Profile to gain a broader understanding of local labour market impacts affecting our providers and clients, and to help formulate an action plan to address risks.
- Working closely with staff to review the quadrant groups of people connected to employment services in Alice Springs and to help develop strategies to build skills to employment or other meaningful activities.
- Working closely with staff who will be undertaking co-design and place-based training to deliver the best service system response and to get better outcomes in the region.
- Working with Government agencies, Indigenous businesses, peak bodies and community-controlled sector to support programs and projects to First Nations people to help address barriers and pathways to employment.
- Providing support to staff who manage the Local Jobs Program, and to assist the Employment Facilitator and Taskforce to better represent Alice Springs community and priorities, and to identify key challenges and opportunities for the local labour market.
- Providing support to staff who manage ParentsNext, a voluntary pre-employment service for parents, comprising a high proportion of First Nations people, and to support the transition to a new program.
- Providing support to staff who manage the Time to Work Employment Services (TWES), a voluntary in-person employment service for First Nations people.
- Participating in the department's Community of Practice on Closing the Gap monthly meetings.

Qualifications and Education

- A driver's licence is essential.
- Previous experience with government and program management is desirable.

Capabilities

We are seeking one individual with the following skills and capabilities:

- Demonstrated ability to build positive working relationships with a wide range of internal and external stakeholders and to work across boundaries to achieve positive outcomes.
- Demonstrated ability to effectively lead staff in an evolving business environment and to build team capabilities to meet current and future business needs.
- Demonstrated ability to lead a culture of growth mindset, innovation, high performance and build a psychologically safe workplace.
- Demonstrated ability to manage a range of strategic and operational issues simultaneously and resolve complex and sensitive issues effectively.
- Strong communication skills, both written and verbal, and the ability to provide clear and accurate advice to stakeholders including employers, contracted service providers, staff, colleagues, and senior executives.
- Demonstrated initiative and flexibility with a willingness to contribute to the work of the Division and the department more broadly.

Eligibility

- The Affirmative Measure – Aboriginal and Torres Strait Islander (First Nations/Indigenous to Australia) Employment Provision, legislated under Section 31, allows agencies to identify a role as open only to Aboriginal and/or Torres Strait Islander people and is within the meaning of special measures under subsection 8(1) of the Racial Discrimination Act 1975.

JOB DESCRIPTION

APS6 INDIGENOUS LIAISON OFFICER (ILO)

NSW ACT STATE OFFICE

AFFIRMATIVE MEASURE ABORIGINAL AND/OR TORRES STRAIT ISLANDER

UNDERTAKE MEANINGFUL WORK WITHIN YOUR LOCAL COMMUNITY

The ILO is a new role within our NSW/ACT State Office, one that will assist the team continue to learn, understand, and embrace the rich culture of our First Nations people. Our work can be challenging, but it is also rewarding and suits people who are resilient and embrace innovation, change, and want to make a difference in our communities.

We support our local communities to access safe, secure, and well-paid work with skills for a sustainable future. We provide local intelligence to policy makers, advice, and guidance to key stakeholders on how we can assist, and support First Nations people reach their full potential.

We will support First Nations businesses with mentoring to help them grow so they can provide employment opportunities for First Nations Peoples.

The role has been created for the DEWR NSW ACT State Office, which has offices located in Warrane (Sydney), Mulubinba (Newcastle), Canobolas (Orange), and Kamberri (Canberra).

Our key functions include program/contract management, stakeholder engagement, and local labour market intelligence gathering. We are also involved in activities such as intergovernmental projects that assist clients to find secure employment, gain new skills, and transition successfully into the jobs of the future.

We deliver programs to help parents, young people, First Nations Peoples, and those moving from welfare to work under the Workforce Australia suite of employment programs.

THE ROLE

Reporting to the Director of Strategy, Corporate and Insights, the Indigenous Liaison Officer (ILO) performs a broad range of strategic, operational, and administrative functions. The role will be central to working with the NSW and ACT State Office staff on stakeholder engagement with First Nations organisations and communities to improve skills, training, and employment outcomes for First Nations people.

This will include coordinating and managing a variety of activities including stakeholder engagement, consideration of funding applications for Local Jobs Program and other place-based projects, representing the department at community meetings and forums, contributing to the promotion of place based projects and activities that are focused on delivering outcomes for First Nations people and providing valuable insight and experience to support the design of future programs and activities.

The ILO will work with employment and skills teams to provide strategic insights, through analysis of data held by the department and local on ground intelligence gathered from interactions with

identified communities and attending meetings with community-controlled sector, community-based organisations, and government agencies at the Commonwealth, State and Territory and local level.

The ILO will work closely with the State Office team to engage strategically with communities and providers that deliver services to First Nations peoples in NSW and the ACT. This includes providing advice and support to our team to build their capacity for the effective connection and engagement with community.

The ILO will also work to establish and foster relationships across levels of government, including with the National Indigenous Australia Agency, Services Australia, Department of Social Services, and the NSW and ACT Governments.

THE ILO will work with all Employment Service Providers across the 13 Employment Regions to ensure targeted activities are being developed and promoted and outcomes achieved. They will look to promote and encourage collaboration between providers and share best practice across employment regions to enhance and achieve employment outcomes for First Nations peoples.

The ILO will drive the State Office commitments in connection to the Priority Reforms under the National Agreement on Closing the Gap. This includes developing and trialling different approaches to increase engagement and outcome and providing feedback and advice to the team and stakeholders.

The ILO will lead and deliver on project-based activities developed in consultation with NSW/ACT Employment Region Leads and will contribute to the coordination of local events that contribute to an inclusive workplace and positive culture.

Travel, including overnight trips, will be a requirement of the ILO position.

DUTIES AND RESPONSIBILITIES

- Provide cultural advice to the NSW ACT State Manger, Senior Leadership Group and State Office staff on matters affecting First Nations peoples that are relevant to the work of the department.
- Lead and contribute to work that helps to develop the cultural capability and awareness of staff across the NSW ACT State Office.
- Analyse data and create reports on caseload trends, needs and locations to inform targeted approaches to servicing and supporting local communities across NSW and the ACT.
- Work with local communities, First Nations businesses and community-controlled organisations in NSW and the ACT who deliver programs and projects to address barriers that communities and individuals face in gaining skills and entry to employment. Identify opportunities for potential collaboration and concurrent servicing with the department's programs.
- Coordinate an environmental scan of First Nations stakeholders to capture their program, focus and experience working with the department.
- Engage with key local stakeholders to improve industry, employer, and client awareness, and for improved uptake of the department's programs.

- Work with departmental colleagues to share local intelligence to help inform current and future policy and improve the delivery of programs and services. Advocate for First Nations specific supports and showcase work being done through the NSW ACT State Office to support First Nations clients.
- Create and facilitate a Community of Practice on Closing the Gap for employment, apprenticeship and skills service providers across NSW and ACT Employment Regions.
- Coordinate and manage the NSW and ACT Closing the Gap initiatives, bringing together programs, providers, and key stakeholders. Use knowledge and learnings from initiatives to share with the NSW and ACT Community of Practice.
- Establish new structures and/or processes to ensure DEWR engagement with First Nations communities and stakeholders is coordinated, efficient and effective.
- Actively participate in and support the work of the NSW and ACT Employment Region Leads and staff in achieving outcomes for First Nations people, employers, and the community. Help build relationships, identify service delivery gaps and barriers, and provide cultural guidance at the local level.
- Advise Employment Region Leads and Employment Facilitators of the views of First Nations employers and businesses operating in the state and attend Local Jobs Taskforce meetings to deliver key messaging, as required.
- Participate in and contribute to the department's Community of Practice on Closing the Gap monthly meetings.
- Join and participate in the growing and evolving of the ILO Network across the department to share ideas, work on projects and provide support to each other.

QUALIFICATIONS AND EDUCATION

- A driver's licence is essential.
- Demonstrated experience in working with First Nations communities and organisations is essential.
- Demonstrated cultural experience and knowledge. An ability to educate train and promote these skills is essential.
- Experience in working across communities.

SKILLS AND CAPABILITIES

To be successful in this role you must be able to demonstrate the following essential skills and capabilities.

- Well-developed interpersonal, community and stakeholder engagement skills and the ability to build and sustain positive relationships with team members, stakeholders, and clients.
- Developed strategic thinking, with the ability to identify and communicate the relationship between organisational goals and operational tasks.
- Demonstrated ability to support programs, initiatives and engagement activities that have a strong focus on supporting First Nations people to access skills and employment.
- Effective communication skills and the ability to confidently present messages in a clear and concise manner.

- Knowledge of First Nations culture, and issues and challenges affecting First Nations people.
- An understanding of diversity and cultural sensitivities, including awareness and understanding of community dynamics and protocols for engaging with First Nations communities.
- Experience working with First Nations communities and organisations.
- Experience in educating others about First Nations communities and issues.

WHY WORK FOR US?

- **Respect for Cultural Heritage:** We are committed to respecting and celebrating the cultural heritage of Aboriginal and Torres Strait Islander peoples.
- **Inclusive and Supportive Workplace:** We celebrate cultural diversity and strive to create a workplace where everyone feels valued and respected.
- **Career Growth and Development:** We offer a range of professional development opportunities to help you grow and advance in your career.
- **Community Impact:** Join our team, supporting and administering programs that makes a real difference in the lives of individuals and communities.

ADD VALUE TO OUR NSW/ACT ONE TEAM

The NSW/ACT State Office have developed Values and Behaviours that sets out how we treat each other at work and how we do what we do.

How we treat each other: **RESPECT** **POSITIVITY** **KINDNESS**

How we do what we do: **PROACTIVE** **SHARE** **OWN IT**

We are looking for people who will embrace our Values and Behaviours and contribute their own enthusiasm, creativity, curiosity, and insight.

By joining the NSW/ACT State Office, you will work in an environment that is safe and secure and where you are encouraged to participate, collaborate, share ideas, and reach your full potential. Your skills, knowledge and experience will contribute to our continued success.



Job Description

APS6 Indigenous Liaison Officer (ILO)

South Australia State Office

The Role

Reporting to the State Manager, the Indigenous Liaison Officer (ILO) performs a broad range of strategic, operational and administrative functions. The role is central for coordinating and managing a variety of functions including stakeholder engagement, consideration of funding applications for Local Jobs Program projects, representing the department at community meetings and forums and working with both Employment and Skills teams to share intelligence gathered from visiting communities and organisations.

The ILO works closely with the senior managers, State Office staff, South Australian Indigenous Business is Everyone's Business Committee (IBEB) committee members and Employment Facilitators to work strategically on engaging with communities and providers that deliver services to First Nations peoples in South Australia. The role provides advice on cultural and reconciliation events held for South Australian department staff. The ILO leads project-based activities and coordinates local events that contribute to an inclusive workplace and positive culture.

The ILO provides feedback gained through local intelligence to program and policy areas and the Closing the Gap Team in the Secretary's Office to help address the Priority Reforms under the National Agreement on Closing the Gap.

The ILO will play a pivotal role in the activities of the South Australian Indigenous Business is Everyone's Business Committee (IBEB), including planning and hosting 'Meet the Employer' events to join up Indigenous clients with local employers.

Some travel, including overnight trips, is required for the ILO role, as is a current Australian Driver's Licence.

Duties and Responsibilities

Responsibilities of the ILO may include:

- Providing cultural guidance and support to Senior Managers, Senior Leadership Group, the South Australian State Office, and State Network colleagues on matters affecting First Nations peoples relevant to the work of the department.

- Leading and contributing to strategic projects that help to develop the capability of department staff and promote an inclusive workplace, including improving cultural capability towards reconciliation so that relationships between Indigenous and non-Indigenous people are strengthened.
- Working with National Office colleagues to share local intelligence to help inform current and future policies and the delivery of programs and services.
- Working with communities and Indigenous businesses in South Australia who deliver programs/projects to Aboriginal and Torres Strait Islanders to gain an understanding of the barriers that communities face in gaining entry to employment.
- Engaging with key local stakeholders to improve industry, employer and job seeker awareness, and uptake of the department's programs.
- Engaging with department staff from National Office staff when they visit South Australia to showcase work to support First Nations clients.
- Working with Employment Facilitators in the five South Australian Employment Regions to capture the views of First Nations employers and businesses operating in the state. Attend Employment Facilitator taskforce meetings as required.
- Launching a First Nations Employment and Skills Employment Consultant network to bring Employment Service Provider staff together to provide feedback to the department on its programs, share best practice and good news stories and participate in community events that support Indigenous clients.
- Providing support for staff who manage the Time to Work Employment Services (TWES), a voluntary in-person employment service for Aboriginal and Torres Strait Islander peoples.
- Hosting 6 weekly Yarning Circles with SA State Office staff, along with other Indigenous staff.
- Participating in the department's Community of Practice on Closing the Gap monthly meetings.
- Contributing to other corporate activities, including co-chairing the First Nations Network, contributing to the Diversity and Inclusion and Advisory Committee and leading the South Australian Indigenous Business is Everyone's Business Committee.
- Establishing an ILO Network once more ILO staff are recruited to share ideas, work on projects and provide support to each other.



Job Description

APS6 Indigenous Liaison Officer (ILO)

Western Australian State Office

The Role

Reporting to the Assistant Director, the Indigenous Liaison Officer (ILO) performs a broad range of strategic, operational and administrative functions. The role is central for coordinating and managing a variety of functions including stakeholder engagement, consideration of funding applications for Local Jobs Program projects, representing the department at community meetings and forums and working with both Employment and Skills teams to share intelligence gathered from visiting communities and organisations.

The ILO works strategically on engaging with communities and providers that deliver services to First Nations peoples in Western Australia. The ILO leads project-based activities and coordinates local events that contribute to an inclusive workplace and positive culture. The ILO provides key intelligence to the State Office Executive team to guide engagement in the regions, the ILO will be a pivotal role and participate in stakeholder engagement to enhance the work we do, as a department.

The ILO provides feedback gained through local intelligence to program and policy areas and the Closing the Gap Team in the Secretary's Office to help address the Priority Reforms under the National Agreement on Closing the Gap.

Some travel, including overnight trips, is required for the ILO role, as is a current Australian Driver's Licence.

Duties and Responsibilities

Responsibilities of the ILO may include:

- Providing cultural guidance and support to Senior Managers, Senior Leadership Group, the West Australian State Office, and State Network colleagues on matters affecting First Nations peoples relevant to the work of the department.
- Leading and contributing to strategic projects that help to develop the capability of department staff and promote an inclusive workplace, including improving cultural capability

towards reconciliation so that relationships between Indigenous and non-Indigenous people are strengthened.

- Working with National Office colleagues to share local intelligence to help inform current and future policies and the delivery of programs and services.
- Working with Government agencies, Indigenous businesses, peak bodies and community-controlled sector to support programs and projects to First Nations people to help address barriers and pathways to employment.
- Engaging with department staff from National Office staff when they visit West Australia to showcase work to support First Nations clients.
- Working with Employment Facilitators in the West Australian Employment Regions to capture the views of First Nations employers and businesses operating in the state. Attend Employment Facilitator taskforce meetings as required.
- Launching a First Nations Employment and Skills Employment Consultant network to bring Employment Service Provider staff together to provide feedback to the department on its programs, share best practice and good news stories and participate in community events that support Indigenous clients.
- Providing support for staff who manage the Time to Work Employment Services (TWES), a voluntary in-person employment service for Aboriginal and Torres Strait Islander peoples.
- Participating in the department's Community of Practice on Closing the Gap monthly meetings.
- Contributing to other corporate activities, including co-chairing the First Nations Network, contributing to the Diversity and Inclusion and Advisory Committee.
- Establishing an ILO Network once more ILO staff are recruited to share ideas, work on projects and provide support to each other.
- Working closely with staff on Western Australia At Risk Market Profiles to gain a broader understanding of local labour market impacts affecting our providers and clients, and to help formulate an action plan to address risks.
- Working closely with staff to review the quadrant groups of people connected to employment services in the State and to help develop strategies to build skills to employment or other meaningful activities.
- Working closely with staff who will be undertaking co-design and place-based training to deliver the best service system response and to get better outcomes in the region.



Job Information Pack

Indigenous Liaison Officer (ILO) – Affirmative Measure - Aboriginal and/or Torres Strait Islander

Position Detail	
Job Reference	
Classification	APS Level 6
Employment Status	<input checked="" type="checkbox"/> Non-Ongoing <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <i>(Please note, the department supports flexible working arrangements.)</i>
Group	Employment and Workforce Group
Division	Workforce Australia Provider Support
Branch	Queensland
Team	Multiple
Location	Townsville, QLD
Salary range	APS6: \$98,105 - \$107,880
Security Assessment	<input checked="" type="checkbox"/> Baseline <input type="checkbox"/> NV1 <input type="checkbox"/> NV2 <input type="checkbox"/> PV The successful candidate will have the ability to obtain and maintain the nominated security clearance.
Contact Officer	s 22(1)

About the Department of Employment and Workplace Relations

We support people in Australia to have safe, secure and well-paid work with the skills for a sustainable future.

Enabling access to quality skills, training, and employment services to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper.

Benefits of working with us

We aspire to be a model employer. We offer the successful candidate attractive salaries and superannuation, flexible working arrangements, generous leave entitlements and a closedown period over Christmas.

Successful candidates also benefit from being part of the broader Australian Public Service (APS) - a community of strong, passionate, and proud professionals driving outcomes for the benefit of the Australian community. A career in the APS offers you purpose and meaning, opportunities to learn and grow, a sense of community and belonging, flexibility and balance and great conditions.

For more information on what a career in the APS looks like, visit the [APS employee value proposition](#) on APS Jobs.

The Role

The Townsville Regional Office is part of the Queensland State, Workforce Australia Provider Support Division.

The division is responsible for:

- Program and contract management for contracted employment and skills services providers.
- Regional and place-based initiatives, strategies and programs that respond to local labour market needs.
- Industry and employer focused initiatives that respond to workforce shortages and seasonal labour demands.

The Indigenous Liaison Officer (ILO) is a unique role that shapes and influences policies, generates insights, and inspires capabilities and mindsets required to strengthen a partnership approach to our work. The role will contribute to meaningful initiatives that genuinely matter to First Nations people while connecting with the diverse and vibrant cultural fabric of the region.

The ILO performs a broad range of strategic and operational functions. The role is central for coordinating and managing a variety of functions including stakeholder engagement, consideration of funding applications for Local Jobs Program projects, representing the department at community meetings and forums and working with both Employment and Skills teams to share intelligence gathered from visiting communities and organisations.

The ILO works closely with the senior management and other internal stakeholders on engaging with communities and providers that deliver services to First Nations people. The role provides advice on cultural, and reconciliation events held for departmental staff, including leading project-based activities and coordinating local events that contribute to an inclusive workplace and positive culture.

The ILO provides feedback gained through local intelligence to program and policy areas and the Closing the Gap Team in the Secretary's Office to help address the Priority Reforms under the National Agreement on Closing the Gap.

Some travel, including overnight trips, is required for the role, as is a current Australian Driver's Licence.

Duties and Responsibilities

Responsibilities of the APS 6 may include:

- Stakeholder engagement and Contract Manager for regional providers, including Yarrabah Community delivering placed based engagement and support.
- Provide cultural guidance and support to QLD State Office and DEWR Senior Executives on matters affecting First Nations peoples relevant to the work of the department.
- Work with First Nations businesses, communities, peak bodies and community-controlled sector and Government agencies to support programs and projects that support First Nations people to address barriers and pathways to employment.
- Work with Employment Facilitators in QLD Employment Regions to capture the views of First Nations employers and businesses operating in the state.
- Contribute to strategic projects that help to develop the capability of department staff and promote an inclusive workplace, including improving cultural capability towards reconciliation so that relationships between First Nations people and non-Indigenous people are strengthened.
- Participate in the department's Community of Practice on Closing the Gap monthly meetings include sharing intelligence and learnings from engagement and partnerships with First Nations communities and stakeholders in QLD.
- Work with staff on targeted Employment Regions to gain a broader understanding of local labour market impacts affecting service providers and First Nations clients, and to help design action plans to address risks and challenges.
- Providing support to staff who manage programs or regions comprising a high proportion of First Nations clients.

Qualifications and Education

- A driver's licence is essential.
- Previous experience with government and program/contract management is desirable.

Capabilities

We are seeking an individual with the following skills and capabilities:

- Demonstrated ability to build positive working relationships with a wide range of internal and external stakeholders including First Nations communities, businesses, and stakeholders in Queensland and to work across boundaries to achieve positive outcomes.
- Demonstrated ability to effectively support Directors/Assistant Directors in an evolving business environment and to assist with building team capabilities such as Indigenous cultural competency to meet current and future business needs.
- Demonstrated ability to manage a range of strategic and operational issues simultaneously and resolve complex and sensitive engagement or program issues effectively.

- Demonstrated ability to support programs, initiatives or engagement activities that have a strong focus on supporting First Nations clients to access training and secure employment.
- Strong communication skills, both written and verbal, and the ability to provide clear and accurate advice to stakeholders including employers, contracted service providers, staff, colleagues, and senior executives.
- Demonstrated initiative and flexibility with a willingness to contribute to the work of the Division and the department more broadly.

Eligibility *(these are standard words, please do not alter)*

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

Affirmative Measure – Aboriginal and Torres Strait Islander Employment

An Affirmative Measure position is only open to Aboriginal and Torres Strait Islander peoples. This is consistent with Section 26 of the Australian Public Service Commissioner’s Directions 2016. The filling of this employment opportunity constitutes a special measure under subsection 8(1) of the Racial Discrimination Act 1975.

Candidates who are applying under Affirmative Measures must provide a Confirmation of Heritage, which can be confirmed with either a letter from an Indigenous organisation, a community Elder, or in some circumstances a statutory declaration.

A Confirmation of Heritage must stipulate that a person:

- Is of Aboriginal and/or Torres Strait Islander descent; and
- Identifies as an Aboriginal and/or Torres Strait Islander person; and
- Is accepted as such by the community in which they live, or formerly lived.

Satisfactory evidence of your heritage is considered a signed letter with a common seal that has been issued by an Indigenous organisation; if this is not available, in some circumstances the department may accept a signed letter without a common seal or a statutory declaration from the candidate and a community Elder.

The department has an Indigenous Liaison Officer (ILO) who is available to support you throughout the recruitment process. To speak to our ILO please email diversity@dewr.gov.au.

The department recognises that our people are our greatest strength. To best assist the Australian people in their employment, we strive to create a workforce which represents and understands the needs of Australians, whilst fostering a work environment that is inclusive, culturally safe, respectful and underpinned by integrity. We do so through the delivery of dedicated diversity and inclusion strategies, plans, programs, events and other initiatives.

We strive to create a diverse and inclusive workplace for everyone. We are committed to the attraction, retention and positive workplace experience of Aboriginal and Torres Strait Islander peoples, The department has an Indigenous.

Liaison Officer (ILO) who is available to support you throughout the recruitment process. To speak to our ILO please email FirstNationsHR@dewr.gov.au



Position Description

Indigenous Liaison Officer – Affirmative Measure

Position Detail	
Job Reference	<i>Recruitment to enter</i>
Classification	APS Level 6
Employment Status	<input type="checkbox"/> Non-Ongoing <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <i>(Please note, the department supports flexible working arrangements.)</i>
Group	Employment and Workforce Group
Division	Workforce Australia Provider Support Division
Branch	Victoria
Team	Victoria State Office
Location	Bendigo or Melbourne
Salary range	APS6: \$98,105 - \$107,880
Security Assessment	<input checked="" type="checkbox"/> Baseline <input type="checkbox"/> NV1 <input type="checkbox"/> NV2 <input type="checkbox"/> PV The successful candidate will have the ability to obtain and maintain the nominated security clearance.
Contact Officer	s 22(1)
Applications Close	11:30 pm (AEDT) on <i>Recruitment to enter</i>

About the Department of Employment and Workplace Relations

We enable access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper.

The Role

The Victoria State Office is part of the Workforce Australia Provider Support Division responsible for:

- Program and contract management of contracted employment and skills services providers.
- Regional and place-based strategies, programs and initiatives that respond to local labour market needs.
- Industry and employer focused initiatives that respond to workforce shortages and seasonal labour needs.

The Indigenous Liaison Officer (ILO) is a unique role and reflects the work to shape and influence policy, generate insights, and to inspire the capabilities and mindsets needed to strengthen a partnership approach to our work. The role will contribute to meaningful initiatives that genuinely matter to First Nations people while connecting with the diverse and vibrant cultural fabric of the region.

The ILO performs a broad range of strategic and operational functions. The role is central for coordinating and managing a variety of functions including stakeholder engagement, consideration of funding applications for Local Jobs Program projects, representing the department at community meetings and forums and working with both Employment and Skills teams to share intelligence gathered from visiting communities and organisations.

The ILO works closely with the senior managers, other internal work strategically on engaging with communities and providers that deliver services to First Nations people in Victoria. The role provides advice on cultural and reconciliation events held for Victoria office department staff. The ILO leads project-based activities and coordinates local events that contribute to an inclusive workplace and positive culture.

The ILO provides feedback gained through local intelligence to program and policy areas and the Closing the Gap Team in the Secretary's Office to help address the Priority Reforms under the National Agreement on Closing the Gap.

Some travel, including overnight trips, is required for the ILO role, as is a current Australian Driver's Licence.

Duties and Responsibilities

- Provide cultural guidance and support to Victoria State Office and DEWR Senior Executives on matters affecting First Nations peoples relevant to the work of the department.
- Work with First Nations businesses, communities, peak bodies and community-controlled sector and Government agencies to support programs and projects that support First Nations people to address barriers and pathways to employment.
- Work with Employment Facilitators in Victoria Employment Regions to capture the views of First Nations employers and businesses operating in the state.
- Contribute to strategic projects that help to develop the capability of department staff and promote an inclusive workplace, including improving cultural capability towards reconciliation so that relationships between First Nations people and non-Indigenous people are strengthened.

- Participate in the department's Community of Practice on Closing the Gap monthly meetings include sharing intelligence and learnings from engagement and partnerships with First Nations communities and stakeholders in Victoria.
- Work with staff on targeted Employment Regions to gain a broader understanding of local labour market impacts affecting service providers and First Nations clients, and to help design action plans to address risks and challenges.
- Providing support to staff who manage programs or regions comprising a high proportion of First Nations clients.

Qualifications and Education

- A driver's licence is essential.
- Previous experience with government and program management is desirable.

Capabilities

We are seeking one individual with the following skills and capabilities:

- Demonstrated ability to build positive working relationships with a wide range of internal and external stakeholders including First Nations communities, businesses, and stakeholders in Victoria and to work across boundaries to achieve positive outcomes.
- Demonstrated ability to effectively support Directors/Assistant Directors in an evolving business environment and to assist with building team capabilities such as Indigenous cultural competency to meet current and future business needs.
- Demonstrated ability to manage a range of strategic and operational issues simultaneously and resolve complex and sensitive engagement or program issues effectively.
- Demonstrated ability to support programs, initiatives or engagement activities that have a strong focus on supporting First Nations clients to access training and secure employment.
- Strong communication skills, both written and verbal, and the ability to provide clear and accurate advice to stakeholders including employers, contracted service providers, staff, colleagues, and senior executives.
- Demonstrated initiative and flexibility with a willingness to contribute to the work of the Division and the department more broadly.

Eligibility

The Affirmative Measure – Aboriginal and Torres Strait Islander (First Nations/Indigenous to Australia) Employment Provision, legislated under Section 31, allows agencies to identify a role as open only to Aboriginal and/or Torres Strait Islander people and is within the meaning of special measures under subsection 8(1) of the Racial Discrimination Act 1975.

Benefits of working with us

We aspire to be a model employer. We offer successful candidates attractive salaries and superannuation, flexible working arrangements, generous leave entitlements and a closedown period over Christmas.

Successful candidates also benefit from being part of the broader Australian Public Service (APS) - a community of strong, passionate, and proud professionals driving outcomes for the benefit of the Australian community. A career in the APS offers you purpose and meaning, opportunities to learn and grow, a sense of community and belonging, flexibility and balance and great conditions.

For more information on what a career in the APS looks like, visit the APS employee value proposition on APS Jobs.