

Aboriginal Engagement Partner

Position Description

Directorate:	People and Culture
Reports to:	Director, People Strategy and Development
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Support the implementation of the Society's Reconciliation Action Plan and related activities for members, volunteers and staff.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the People and Culture directorate. The teams within the directorate and their functions are:

Work Health and Safety: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work.

People Strategy and Development: this team is responsible for people strategy; people policy; diversity; organisational development; and learning and development.

Staff Recruitment: this team is responsible for staff recruitment, onboarding and separations.

Employment Relations: this team is responsible for employment relations and industrial relations.

Remuneration: this team is responsible for remuneration strategy; remuneration advice; and payroll.

Internal Communications: this team is responsible for internal communications.

Accountabilities and responsibilities

- Provide advice and expertise to support implementation of the Society's [Reconciliation Action Plan \(RAP\)](#) across all directorates and regions and help embed a commitment to reconciliation across our organisation.
- Coordinate key actions in the St Vincent de Paul Society RAP:
 - Support the development and implementation of a cultural capability strategy and related activities.
 - Establish and support the Society's Aboriginal and Torres Strait Islander Advisory Group.
 - Monitor, evaluate and report on key deliverables.
- Develop, implement and actively promote strategies to attract, retain and support Aboriginal and Torres Strait Islander people across the Society.
 - Establish and coordinate an organisation-wide Aboriginal and Torres Strait Islander staff network.
 - Help prepare workplaces to provide culturally supportive environments for Aboriginal and Torres Strait Islander employees.
 - Develop and implement Aboriginal employment initiatives.

- Build and maintain effective relationships with key internal and external stakeholders to promote and encourage Aboriginal employment and involvement in the Society (including members and volunteers). This may require travel across NSW.
- Develop and implement engagement activities to support positive partnerships between Aboriginal organisations and communities and the Society.
- Embrace and actively demonstrate the mission and vision of the Society and actively demonstrate our organisational values.

This position will have access to a range of support mechanisms including the potential to establish an external mentoring relationship.

Critical Key Performance Indicators (KPIs)

- Build the Society's capacity to listen to, learn from and respond to Aboriginal and Torres Strait Islander people.
- Increase awareness and understanding amongst the Society's staff, members and volunteers to build respect for Aboriginal and Torres Strait Islander cultures, lands, waters, histories and rights.
- Improve the recruitment and retention of Aboriginal and Torres Strait Islander staff.

Key working relationships

In addition to the Director, People Strategy and Development and their direct reports, the Aboriginal Engagement Partner will foster close working relationships with:

- Aboriginal and Torres Strait Islander staff members across the Society;
- Other members of the People and Culture team;
- Regional Directors, (Membership, Volunteers and Regional Operations);
- Manager, Volunteer Experience (Membership, Volunteers and Regional Operations);
- Manager, Member and Youth Experience (Membership, Volunteers and Regional Operations);
- Manager, Policy and Advocacy (Executive Secretariat).

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 3) Support others to engage with, and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 3) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 3) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Strong interpersonal skills with demonstrated experience developing collaborative relationships with Aboriginal people and high level stakeholders.
- Demonstrated experience in the development, management and evaluation of successful Aboriginal employment programs.
- Ability to manage projects and demonstrated experience coordinating, mentoring and managing small groups.
- Sound oral and written communication skills, with the demonstrated ability to prepare a variety of reports.
- A commitment to and a deep understanding of the Vision, Mission and Values of the Society and those accessing its services
- A valid driver's license and willingness to undertake regular travel.
- Tertiary qualification (minimum Cert IV) in a relevant discipline or equivalent work experience.

The St Vincent de Paul Society considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under s 14 of the Anti-Discrimination Act 1977 (NSW). This position is therefore only open to Aboriginal or Torres Strait Islander applicants."

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.