

ABORIGINAL EMPLOYMENT SPECIALIST – IDENTIFIED

BRANCH/UNIT	Capability Group		
TEAM	Workforce Alignment		
LOCATION	Various		
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 9		
POSITION NO.	TBA		
ANZSCO CODE	223111	PCAT CODE	1224692
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW’s purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Aboriginal Employment Specialist is responsible for contributing key strategic innovations in the provision of advice and the implementation of workforce strategies and initiatives that will promote and build commitment to Aboriginal inclusion in the workplace and increase the employment, representation and retention of Aboriginal people across the TAFE NSW network. Using a key performance management approach, the position will influence stakeholders internally and externally to TAFE NSW.

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3. KEY ACCOUNTABILITIES

1. Provide expert input into the development and implementation of strategies aimed at enhancing the attraction, engagement and retention of Aboriginal people in the workforce across the TAFE NSW network in collaboration with the Manager of Aboriginal Employment.
2. Partner with stakeholders and key staff members across TAFE NSW in the management and implementation of strategies to raise management and staff awareness of Aboriginal inclusion in the workforce, acting as the Aboriginal employment Subject Matter Expert (SME) to the broader business while ensuring a One TAFE philosophy is adopted.
3. Act as a key reference point for Aboriginal employees at TAFE NSW with a strong focus on assisting with career development plans.
4. Support the ongoing action of TAFE NSW Innovate Reconciliation Action Plan (RAP) and provide strategic employment advice on key objectives of the RAP.
5. Develop and utilise a project management methodology that promotes best practice and brings innovative strategies to the employment process
6. Initiate and conduct research and implement pre-employment programs, new initiatives and special projects for Aboriginal people to produce a skilled pool of applicants to enter TAFE NSW employment.
7. Develop and maintain a career development model that will enhance Aboriginal employees through the delivery of targeted induction, mentoring and training programs to support individual career development plans.
8. Develop communication and materials that provide expert advice to all stakeholders and work closely with key teams in the People and Culture department in order to maintain a strong focus on talent acquisition.
9. As a reference point, provide day-to-day advice and information to management and staff in response to queries on Aboriginal programs, initiatives and other related issues.
10. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
11. Place the customer at the centre of all decision making.
12. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

- Influencing and persuading managers across all business areas through TAFE NSW to support, adopt and engage with Aboriginal employment initiatives in an environment of competing demands for resources and tight deadlines.
- Achieving Aboriginal employment strategic goals with a diverse range of clients in an environment of competing demands for resources and tight deadlines.
- Contributing to enhancing the reputation of TAFE NSW and corporate citizenship with Aboriginal communities, while working across a busy and diverse portfolio of activities.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Aboriginal Employment Manager	<ul style="list-style-type: none"> Receive leadership, advice and support. Sets Policy Outline, determines outcomes and signs off on advisings.
Chief People and Culture Officer	<ul style="list-style-type: none"> Strategic direction, leadership and support (as the RAP Champion).
Head of Workforce Alignment	<ul style="list-style-type: none"> Capability development, and business partner support to achieve goals.
Internal Stakeholders and Managers	<ul style="list-style-type: none"> Provide support, advice and guidance to increase Aboriginal employment.
Aboriginal staff members	<ul style="list-style-type: none"> Assist in initial employment phase as part of induction – set reviews /etc.
Aboriginal Subject Matter Experts	<ul style="list-style-type: none"> Build and maintain effective working relationships to promote Aboriginal employment opportunities within TAFE NSW.
External	
Representative agencies, institutions & communities	<ul style="list-style-type: none"> Build and maintain strong and effective working relationships to promote Aboriginal employment opportunities within TAFE NSW.
Aboriginal community organisations	<ul style="list-style-type: none"> Manage and direct relationships, consulting with key stakeholders to understand customer needs and develop opportunities to increase Aboriginal employment, retention, succession and cultural awareness.

6. POSITION DIMENSIONS

Reporting Line: Aboriginal Employment Manager

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

Aboriginality (Aboriginality is a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act of 1977). Candidate should present proof of Aboriginality as part of their application.

7. ESSENTIAL REQUIREMENTS

1. Aboriginality (Aboriginality is a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act of 1977). Candidate should present proof of Aboriginality as part of their application.
2. Degree in relevant discipline or equivalent skills, knowledge and experience.
3. Excellent understanding of human resources and strategies that enable sustained employment within an organisation, including enhancing employment outcomes for Aboriginal peoples.
4. Proven ability to engage with Aboriginal organisations, communities and individuals to foster productive and harmonious working relationships with a diverse range of stakeholders combined with demonstrated experience in determining or enhancing policy objectives, with a strong focus on policies (such as the Aboriginal Employment Strategy).
5. The ability to meet and address the focus capabilities outlined in the Position Description.


8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity and Inclusion	Advanced
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

FOCUS CAPABILITIES

The focus capabilities for the Aboriginal Employment Specialist are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position’s key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change. Give frank and honest feedback and advice. Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately. Raise and work through challenging issues and seek alternatives. Remain composed and calm under pressure and in challenging situations.
Personal Attributes Value Diversity and Inclusion	Advanced	<ul style="list-style-type: none"> Encourage and include diverse perspectives in the development of policies and strategies. Take advantage of diverse views and perspectives to develop new approaches to delivering outcomes. Build and monitor a workplace culture that enables diversity and fair and inclusive practices. Implement practices and systems to ensure that individuals can participate to their fullest ability. Recognise the value of individual differences to support broader organisational strategies. Address non-inclusive behaviours, practices and attitudes within the organisation. Champion the business benefits generated by workforce diversity and inclusive practices.
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to diverse audiences Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high-quality customer-focused services. Design processes and policies based on the customer’s point of view and needs. Understand and measure what is important to customers. Use data and information to monitor and improve customer service delivery.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers. Maintain relationships with key customers in area of expertise. Connect and collaborate with relevant customers within the community.
Relationships		
Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture that recognises the value of collaboration. Build cooperation and overcome barriers to information sharing and communication across teams and units. Share lessons learned across teams and units. Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work. Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services.
Results		
Deliver Results	Adept	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes. Make sure staff understand expected goals and acknowledge staff success in achieving these. Identify resource needs and ensure goals are achieved within set budgets and deadlines. Use business data to evaluate outcomes and inform continuous improvement. Identify priorities that need to change and ensure the allocation of resources meets new business needs. Ensure that the financial implications of changed priorities are explicit and budgeted for.
Results		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work. Initiate, prioritise, consult on and develop team and unit goals, strategies and plans. Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses. Ensure current work plans and activities support and are consistent with organisational change initiatives. Evaluate outcomes and adjust future plans accordingly.
Business Enablers		
Project Management	Adept	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits. Prepare clear project proposals and accurate estimates of required costs and resources. Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements. Identify and evaluate risks associated with the project and develop mitigation strategies. Identify and consult stakeholders to inform the project strategy.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Communicate the project’s objectives and its expected benefits.• Monitor the completion of project milestones against goals and take necessary action.• Evaluate progress and identify improvements to inform future projects.
