

Aboriginal & Torres Strait Islander Capability Specialist (Identified)

The purpose of this position

The **purpose** of the position is to coordinate and drive the implementation of the P&C initiatives within the Aboriginal and Torres Strait Islander Strategy and Reconciliation Action Plan. This role plays a critical part in building the capability of the organisation through practical, measurable actions to create a positive employee experience for our Aboriginal and Torres Strait Islander workforce.

About the position

- This position is within People & Culture directorate.
- This position **reports to** the Director Capability & Culture.
- ☐ The position leads a team.
- The position is designated Band 6 under the ***Schedule of Authorities and Delegations***.
- The position is a: ☐ Budget holder ☐ Has designated revenue or billing targets.
- This position is a Team Specialist level of the Capability Framework.

Key areas of responsibility

- Coordinate the implementation of initiatives that are part of the Aboriginal & Torres Strait Islander Employment Strategy focused on outcomes in the areas of Recruitment, Retention, Career Development and Workplace Culture to develop a strong, supported and resilient Aboriginal and Torres Strait Islander workforce.
- Track, evaluate and report on the effectiveness of Aboriginal & Torres Strait Islander workforce initiatives using data and feedback to inform continuous improvement.
- Support governance structures such as RAP working groups or Cultural Advisory committees and contribute to internal and external reporting.
- Advocate, support and help build cultural capability of Benevolent's workforce consistent with the Cultural Capability Framework, Cultural Learning Strategy and overarching Aboriginal and Torres Strait Islander Strategy and Reconciliation Action Plan.
- Engage with Aboriginal and Torres Strait Islander peoples, communities and organisations to support the attraction and recruitment of Aboriginal and Torres Strait Islander talent.
- Work collaboratively with the Talent Pathways Lead and wider Talent team to drive Aboriginal and Torres Strait Islander workforce pipelines in the form of students, traineeships and graduates.
- Consult on and facilitate outcomes to improve employee experience of Aboriginal and Torres Strait Islander team members.
- Facilitate (where culturally appropriate) cultural learning programs aligned to the Cultural Learning Strategy.
- Identify and escalate systemic barriers to employment progression, cultural safety or workforce experience and recommend policy or process improvements.
- Provide advice and support to continually improve Benevolent's Aboriginal and Torres Strait Islander workforce strategies and approaches.

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Capability Framework

The Capability Framework defines the essential knowledge, skills, behaviours and attributes individuals need to success in their roles. It provides the organisation with a shared language and clear expectations across all levels of the organisation. The Capability Framework can be accessed [here](#).

Key outcomes

When things are going well, we would expect to see these outcomes:

- Effective planning and progressive achievement of goals detailed in the Aboriginal and Torres Strait Islander Employment Strategy and Cultural Learning Strategy.
- Increased number of Aboriginal and Torres Strait Islander employees, students and volunteers.
- Increased engagement and retention levels of our Aboriginal and Torres Strait Islander team members.
- Benevolent is viewed as a culturally safe organisation with high levels of cultural safety being experienced by our Aboriginal and Torres Strait Islander team members.

Key Criteria

Essential

- Must be of Aboriginal or Torres Strait Islander (The Benevolent Society considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement under s14 of the Anti-Discrimination Act NSW 1977/s25 of the Anti-Discrimination Act QLD 1991).
- Demonstrated experience in a similar role within People and Culture.
- Knowledge and experience in converting Aboriginal workforce strategies into practical outcomes.
- Experience implementing RAP initiatives.
- Great relationship management skills with the ability to quickly build effective relationships.
- Demonstrated understanding of vulnerability and risk indicators relating to the client group of the service.

Desirable

- Experience in the 'for purpose' sector.
- Qualifications in Human Resources or equivalent.

People who know this position say that

People who know this position say the things that might make your day are:

- Being appreciated for your cultural expertise and input.
- Driving the changes that improve the employment experience for our Aboriginal and Torres Strait Islander people.
- Seeing leaders demonstrate their cultural capability.
- Having clients speak positively about their service or provide great feedback about a member of your team.

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People who know this position say some key challenges you might experience are:

- Working in a fast face environment in a complex organisation.
- Building leader buy-in on the best way forward.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

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| ☒ Overnight travel/stays. | ☐ Weekend work. |
| ☒ Travel between office locations/regions. | ☒ Evening work. |
| ☐ Travel to clients (varied locations). | ☐ Special event support. |
| ☐ Use of own registered, insured (comprehensive) motor vehicle. | |
| ☒ Use of TBS pool cars. | |

Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Aboriginal and Torres Strait Islander employees
- People and Culture Team
- Benevolent Leaders
- Operational teams
- Own network

Outside The Benevolent Society:

- ACCOs
- Aboriginal and Torres Strait Islander communities
- Education and Training Providers