

Position

This position is within National Office. It is part of the People and Organisational Development team.

- This position reports to the Director, Human Resources
- Reporting line may vary depending on location and service size
- This position does not have any direct reports This position may have direct reports, positions vary
- This position has the following direct reports: Nil

This position is designated Band 6 under the *Schedule of Authorities and Delegations*

- This position is a budget holder This position has designated revenue targets

This position is an Aboriginal & Torres Strait Islander identified position

- This position does require a working with children related clearance

Purpose

The purpose of this position is to coordinate and drive the implementation of initiatives that are part of the **TBS First Nations Employment Strategy** (i.e. Aboriginal and Torres Strait Islander Employment Strategy), focused on outcomes in the areas of Recruitment, Retention, Career Development, and Workplace Culture. The role also contributes to the formation and implementation of TBS's Diversity & Inclusion (D&I) Strategy. This role has strong links to TBS Talent Acquisition function and wider People & Culture function on matters relating to First Nations roles/candidates/employees, the TBS Aboriginal & Torres Strait Islander Staff Reference Group, and First Nations staff. This role works closely with leaders and staff to build a First Nations 'Employee Value Proposition' and create an excellent candidate and employee experience for First Nations people. The role also plays an integral role in collaborating with other key staff and leaders to ensure the coordination and alignment of the TBS RAP (Reconciliation Action Plan) strategy.

Additional information:

The Benevolent Society (TBS) proudly acknowledges Aboriginal and Torres Strait Islander people as Australia's first peoples and as the Traditional Owners and custodians of the land and water on which we live and work, and pays respect to their Elders past and present. Aboriginal and Torres Strait Islander people and communities continues to enrich our wider society and we embrace the spirit of reconciliation, working towards the equality of outcomes.

TBS's First Nations Employment Strategy is a direct deliverable of the organisation's Reconciliation commitments detailed in its Innovate RAP (2022-2024).

TBS is committed to closing the gap on First Nations employment.

TBS seeks to build a high performing and sustainable cohort of Aboriginal and Torres Strait Islander employees in the areas of policy, programs, professional staff and senior leadership through a multi-faceted and coordinated approach. To achieve this TBS will invest in resources and strategies to attract, retain, support and develop Aboriginal and Torres Strait Islander talent. This will be strengthened by a workplace culture which understands, values and respects Aboriginal and Torres Strait Islander peoples and culture.

To achieve this purpose, the position holder would typically:

Focus

- Coordinate the implementation of initiatives that are part of the **TBS First Nations 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.
- Work closely with the **TBS Aboriginal and Torres Strait Islander Staff Reference Group**, which will provide advice and support on the implementation of the **First Nations Employment Strategy**.
- Develop trusted and supportive relationships with TBS's First Nations employees and volunteers.
- Advocate, support and help build the cultural capability of TBS's workforce, consistent with TBS's Cultural Capability Framework and Reconciliation commitments.
- Engage with Aboriginal and Torres Strait Islander peoples, communities and organisations to support the attraction and recruitment of Aboriginal and Torres Strait Islander talent. This focus includes regional and remote service area locations.
- Consult on and facilitate outcomes to improve the candidate and employee experience of our First Nations staff.
- Work with the Talent Lead to create 'pathways to employment' workforce strategies for First Nations people at TBS.
- Play an advisory and supportive role in initiatives to make TBS an increasingly diverse and inclusive organisation and culture. Contribute to TBS's Diversity & Inclusion (D&I) Strategy and Policy, and initiatives that drive D&I across the workforce
- Learn from experience gained with First Nations workforce initiatives to enhance future success and apply to initiatives relevant to other 'diversity groups'.
- Work within People & Culture and the Talent Acquisition function in particular to enhance the attraction, selection, development and retention of amazing people with diverse attributes/backgrounds, ensuring culturally informed approaches.
- Identify and escalate concerns and risks as appropriate.
- Contribute to TBS's internal and external reporting of First Nations/D&I initiatives including for tender submissions, annual reports and contractual or statutory reporting.
- Provide advice and support to continually improve TBS First Nations workforce strategies and approaches.

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

Outcomes

- Effective project planning and progressive achievement of goals detailed in the TBS First Nations Employment Strategy.
- Increased numbers of First Nations employees and volunteers with positive feedback about candidate experience and employment experience.
- TBS is viewed as a culturally responsive and safe workplace/employer by First Nations people.
- TBS leaders and staff are acknowledged as supporting and upholding TBS's Cultural Capability.
- TBS indicators of diversity, inclusion and cultural capability are on track (including capture of employee diversity data, and results of employee engagement surveys)
- Growth in diversity groups as a proportion of TBS's workforce.

We work collaboratively with others, however this position works close closely with:

Relationships

Within The Benevolent Society:

- First Nations employees
- Aboriginal and Torres Strait Islander Staff Reference Group
- People & Culture team
- Other RAP stakeholders
- TBS leaders
- TBS operational and central functions

Outside The Benevolent Society:

- First Nations people, communities and organisations
- Relevant recruitment agencies
- Own network
- Education and Training providers
- Funding bodies and sponsors

To achieve the position purpose and outcomes the position holder will need to have:

Individual

- Relevant experience in Human Resources / People & Culture role(s)
- Relevant qualifications in Human Resources or a related field (desirable) Demonstrated experience in enhancing the attraction, development and retention of First Nations employees
- Knowledge and experience in converting strategy and policy into practical workforce outcomes
- The ability to plan, prioritise, meet deadlines and identify when issues need to be escalated
- Great relationship management skills with the ability to quickly build effective relationships
- Great communication skills - from writing a job ad that's too good to ignore, to an engaging social media post, to that all-important ability to keep everyone on the same page
- If you have experience in the 'for purpose' space, that would be a great advantage.

This position may require some flexibility in terms of travel or hours of work:

Travel

- Overnight travel/stays may be required
- Some weekend work may be required
- Some evening work may be required
- Travel between office locations/regions may be required
- Travel to clients (varied locations) may be required
- Use of own registered, insured motor vehicle for business purposes may be required
- Use of TBS pool cars may be required

All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.

Those with knowledge of this position say the things that might make your day are:

Context

- Being appreciated for your expertise and input
- Driving the changes that improve the employment experience for First Nations people
- Supporting leaders to build their cultural capability
- Being a 'change agent' in making TBS a more diverse and inclusive workforce.

Those with knowledge of this position say some key challenges you might experience are:

- Working in a fast-paced environment in a complex organisation
- Building leader buy-in on the best way forward
- Driving organisational change is never easy, even if building our D&I capability will be welcomed.

Approvals

Approver Director, Human Resources **Date:** 31 January 2023 **Position Code:**
Review history V1.0 Release
Advertising

This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.