



## POSITION DESCRIPTION

# Senior Manager, First Nations Strategy and Engagement

Reports to: Head of People and Culture

Department: People and Culture

Classification: Senior Manager

Location: Mildura Campus

### ABOUT SUNITAFE

SuniTAFE is an award-winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

### OUR VALUES

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



### Position summary

The Senior Manager – First Nations and Strategy provide strategic leadership and oversight to ensure the SuniTAFE achieve its strategic objectives, and embeds the Victoria First Nations Treaty principles across governance, education delivery and organisational culture, ensuring meaningful shared decision-making with First Peoples.

## Key responsibilities

### Strategic Leadership

- Translate Treaty principles, including self-determination, truth-telling, shared decision-making, cultural authority and accountability, into organisational strategy, policies and operational plans.
- Establish and maintain respectful, trusted partnerships with Traditional Owners and First Peoples representative bodies.
- Ensure decisions affecting First Nations students, staff, curriculum, campuses and community engagement are informed by genuine shared decision-making.
- Responsible for meeting Wurreker contract obligations.
- Champion co-design approaches across programs, policies and initiatives.
- Undertake research and analysis to provide high level, evidence based strategic advice and consultancy in relation to projects, policy, opportunities, and relevant legislation.
- Providing culturally safe mentoring and support for SuniTAFE First Nations staff.

### First Nations Workforce and Leadership Outcomes

- Lead organisational strategies to improve First Nations recruitment, retention, career progression and leadership representation.
- Ensure First Nations-designated roles have cultural legitimacy, clear authority and meaningful influence.
- Embed cultural capability requirements across the workforce, aligned to Treaty, and SuniTAFE strategy.

### Truth-Telling, Cultural Authority and Cultural Safety

- Develop and lead organisational approaches to truth-telling, including acknowledging historical and systemic barriers affecting First Nations peoples in education and employment.
- Ensure organisational policies and practices respect Aboriginal Lore, Law and Cultural Authority.
- Oversee culturally safe learning environments, workplaces and engagement practices.

### Governance, Assurance and Accountability

- Establish clear performance measures, reporting mechanisms and evidence of impact for Treaty-aligned commitments.
- Provide reports and advice to SuniTAFE Executive Leadership Team planning, tracking about Treaty and First Nations outcomes.
- Identify, monitor and manage cultural, reputational and compliance risks associated with Treaty expectations.
- Establish and lead the First Nations education advisory group

### Student Experience and Outcomes

- Work closely with Student Experience and Education Delivery to facilitate delivery to First Nations students in a culturally safe and supportive environment.
- Provide advice and support in navigating cultural issues to enhance the student experience.

**Risk Management**

Promote and support a positive organisational risk culture by embedding risk management into business planning, and managing risks at the operational level, in accordance with the organisation's Risk Management Framework.

**Compliance Management**

Promote and embed a positive culture of regulatory and legislative compliance at all levels, in accordance with the organisation's Compliance Management Framework.

**Act in accordance with SuniTAFE values – Accountable, Integrity, Relationships and Improvement.**

- Provide exceptional customer service to all internal and external stakeholders of the Institute and ensure a positive first impression for Institute visitors at all times.
- Actively participate in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's Performance, Review and Development Plan and Performance Review process.
- Participate in all team-based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

## Organisational relationships

Direct Reports	Key Relationships
<ul style="list-style-type: none"> <li>To be confirmed</li> </ul>	<ul style="list-style-type: none"> <li>Education Delivery managers</li> <li>Senior Leadership Team</li> <li>Executive Leadership Team</li> <li>Traditional Owners and First Peoples representative bodies</li> <li>First Nations staff and students</li> <li>Government departments and agencies</li> <li>Community partners and stakeholders</li> </ul>

## Key selection criteria

### Leadership and Strategy

- Demonstrated senior leadership experience in complex, public-sector or education environments.
- Ability to embed systemic reform across large organisations.
- Experience operating at a strategic level in a business environment

### Cultural Capability

- Strong understanding of Aboriginal self-determination, cultural authority and community-led approaches.
- Ability to lead respectfully and confidently in culturally complex environments.

### Stakeholder Engagement

- Proven experience building trusted relationships with First Peoples and senior stakeholders.
- Strong negotiation, influence and partnership skills.

### Governance and Accountability

- Experience providing reports and/or advising Executive Leadership Team and/or Board
- Strong risk, assurance and performance reporting capability.

### Qualifications and Experience

- Relevant tertiary qualification and relevant experience or lesser formal qualifications with equivalent senior-level experience or a suitable combination of relevant qualifications and senior business experience.
- Relevant experience working with First Nations communities or roles in leading education, workforce or community outcomes.
- Knowledge of Victorian public-sector governance and education systems is desirable.

### Special Requirements

- This role may include participation in culturally significant events and community engagements.
- The ability to work flexibly across campuses and community settings is required.

*The successful candidate will be required to provide:*

- *A successful criminal record check which is less than 6 months old, and*
- *A working with children check*

#### ADDITIONAL INFORMATION

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.