



Indigenous Employment Strategy Coordinator

Position Description

Position Title: BDCS Indigenous Employment Strategy Coordinator

Identified Position: This position is an Identified Position. Indigenous persons are highly encouraged to apply.

Reports to: General Manager, Bourke & District Children's Services

Location: Bourke, NSW

Type: Full-Time

Salary: Salary range \$100,000 - \$112,000 plus super

Overview: The Indigenous Employment Strategy Coordinator will be responsible for the ongoing development, implementation, and evaluation of an Indigenous Employment Strategy (IES) for Bourke & District Children's Services (BDCS). The coordinator will work closely with internal and external stakeholders to identify and address barriers to Indigenous employment and will be responsible for coordinating a range of initiatives to support the recruitment, retention, and development of BDCS's Indigenous staff.

Key Responsibilities:

- Implement and manage the BDCS IES in collaboration with key stakeholders, including Indigenous community members, staff, and management.
- Identify and address barriers to Indigenous employment within BDCS, including cultural awareness training, recruitment and retention strategies, and career development programs.
- Build relationships with external stakeholders, including Indigenous organisations, government agencies, and other employers, to share knowledge and best practices, and to identify opportunities for collaboration and support.
- Provide advice and support to management and staff on issues related to Indigenous employment, including cultural awareness, recruitment strategies, and career development opportunities.

- Monitor and evaluate the effectiveness of the IES and make recommendations for improvements as necessary.
- Maintain accurate records and data related to Indigenous employment and provide regular reports to management and the BDCS IES steering committee on the progress of the strategy.
- Act as a representative for BDCS at relevant meetings, conferences, and other events related to Indigenous employment.

Selection Criteria:

- A deep understanding and appreciation of Indigenous cultures, traditions, and values.
- Strong project management skills, with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to build relationships with internal and external stakeholders.
- Ability to work collaboratively and effectively within a team environment.
- Strong analytical and problem-solving skills, with the ability to identify and address complex issues related to Indigenous employment.
- Flexibility to work outside of normal business hours as required.
- Cleared Working with Children Check
- National Police Clearance
- Class C Drivers Licence

Desirable Selection Criteria:

- Tertiary qualifications are desirable, but not essential for the right candidate.
- The following criteria are considered highly desirable:
- Previous experience developing and implementing Indigenous employment strategies, preferably within a similar industry or sector.
- Knowledge of relevant legislation, policies, and programs related to Indigenous employment and workforce development.
- Relevant qualifications and experience in Human Resources, Business Administration, or a related field.
- Experience in a similar role, with a proven track record of developing and implementing successful Indigenous employment strategies or working in recruitment.
- An understanding of the Bourke region and the local Indigenous community.
- An understanding of and experience in Early Childhood education services.