

POSITION DESCRIPTION



Indigenous Employment Officer



POSITION DETAILS

Position Title	Indigenous Employment Officer
Classification	HEW Level 6
Position Number	7013719
School/Office	Indigenous Employment
Division	Division of the Deputy Vice-Chancellor Indigenous Leadership

This is an identified position and applicants must be an Aboriginal and /or Torres Strait Islander person. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.

POSITION PURPOSE

The Indigenous Employment Officer is responsible for the delivery of outcomes designed to increase the employment of Indigenous staff working at Western Sydney University and improve employment outcomes for students and graduates through the design, development, enhancement and management of a range of employment initiatives.

Reporting to the Manager of Operations, the Indigenous Employment Officer will work closely with the Division of Deputy Vice Chancellor Indigenous Leadership team, the Indigenous community and other stakeholders such as industry partners and government agencies to facilitate cadetship and internship opportunities for Indigenous students at Western and, to source appropriate funding for staff initiatives, such as traineeships. They will also work closely with The College to facilitate education pathways for Indigenous staff.

KEY ACCOUNTABILITIES

1. **Drive Indigenous employment outcomes** by designing, implementing, and managing initiatives that increase Indigenous staff participation across the University.
2. **Deliver high-quality Indigenous student employment programs** that enhance financial wellbeing, build career readiness, and expand access to meaningful work opportunities.
3. **Facilitate cadetship, internship, and traineeship pathways** by engaging industry, government, and education partners to secure placements and development opportunities for Indigenous students and staff.

4. **Strengthen internal capability** by collaborating with Faculties, Divisions, and The College to ensure Indigenous staff and program participants receive effective training, mentoring, and professional development.
5. **Secure and manage external funding** for Indigenous employment initiatives, ensuring accurate reporting, compliance, and alignment with University and government requirements.
6. **Build and sustain strategic relationships** with Indigenous communities, employers, service providers, and internal stakeholders to enhance employment and career pathways.
7. **Produce high-quality promotional and program materials** that increase visibility, engagement, and uptake of Indigenous employment programs across Western Sydney University.
8. **Monitor, evaluate, and report on program performance** to provide insights, track progress, and inform continuous improvement across Indigenous employment initiatives.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **This is an identified position** and applicants must be an Aboriginal and /or Torres Strait Islander person. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.
2. **Tertiary qualification** in career development, business, management, education, or a related field, **or equivalent experience** working in employment, training, or program coordination.
3. **Demonstrated experience planning and delivering employment, traineeship, or student development programs**, with a track record of achieving measurable outcomes.
4. **Strong relationship-building skills**, with the ability to work confidently with Indigenous communities, students, employers, government agencies, and internal teams.
5. **Excellent communication skills**, including writing reports, preparing promotional materials, and communicating effectively with diverse audiences.
6. **Proven ability to manage multiple projects and deadlines**, using good judgement, organisation, and problem-solving skills in a fast-paced environment.

KEY RELATIONSHIPS

- **This position reports to:** Manager of Operations
- **This position supervises:** No direct supervisory responsibilities
- **Key internal relationships:**
 - DVC Indigenous Leadership staff
 - Office for People
 - Western Sydney University students and alumni
 - Faculties and Divisions across the University
 - Western Sydney University The College
 - Future Student Engagement Team
 - Wellbeing and Inclusion Team
- **Key external relationships:**
 - Indigenous community organisations and Elders
 - Industry partners and employers
 - Government bodies and funding agencies
 - Training Services NSW
 - Apprenticeship Support Agencies
 - Indigenous Employment Coordinators at other universities
 - External Indigenous programs (e.g., AFL programs, Indigenous Employment Program, CareerTrackers)

CHALLENGES

1. Coordinating input from a wide range of stakeholders

The role regularly brings together students, community members, employers, and internal teams. Balancing these perspectives can be complex.

2. Managing program delivery within changing resource or funding environments

Employment initiatives may grow or adjust depending on available resources. This requires flexibility and creativity to keep delivering meaningful opportunities for students and staff.

3. Embedding culturally informed practices across the University

Different areas of the University are at different stages of their cultural capability journey. This presents an opportunity for the role to build awareness, strengthen relationships, and help foster culturally safe employment pathways.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Lead People & Culture Partner – updated to new template

Date: 13/03/2026