

POSITION DESCRIPTION



Position	Engagement and Communications Officer, First Nations
Level/Classification	HEW Level 6
Reports to	Engagement and Outreach Lead, First Nations
Unit	Office of First Nations
Directorate	First Nations
Positions Supervised	Nil

Position Purpose

The Engagement and Communications Officer, First Nations is responsible for coordinating and delivering culturally appropriate communications, promotion, and engagement activities that support Pro Vice Chancellor First Nations Portfolio programs and outreach initiatives.

The role builds and maintains effective relationships with First Nations community members and prospective students, enhances the visibility and reputation of Murdoch, and ensures consistent, respectful, and community informed messaging across all engagement activities.

This role operates with a high level of autonomy and judgement, contributing to engagement planning, event promotion, and communications strategies aligned with University and community priorities.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.

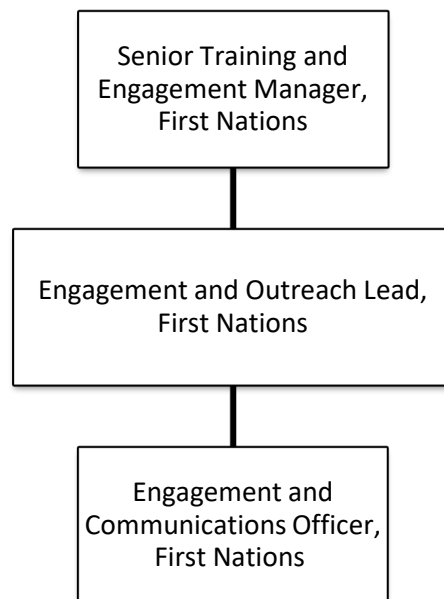
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Office of First Nations is responsible for the support of Murdoch University’s First Nations students. The Centre provides access programs for Aboriginal and Torres Strait Islander people to undertake university studies. It is also responsible for the implementation of recruitment and retention strategies that seek to improve educational outcomes for First Nations people and their communities.

Reporting Relationships



Key Responsibilities/Duties

Community Engagement and Outreach

- Support community led outreach initiatives through culturally appropriate engagement materials and communications
- Represent Pro Vice Chancellor First Nations Portfolio at outreach and community engagement events as required
- Contribute to the development of engagement approaches that promote trust, respect, and long term relationships

Communications, Marketing and Promotion

- Coordinate and produce communications, messaging, and storytelling that support Pro Vice Chancellor First Nations Portfolio programs, pathways, and initiatives
- Promote outreach programs and events to schools, community stakeholders, and internal University audiences
- Ensure all communications are culturally appropriate, engaging, and aligned with Murdoch University brand and values

Event Promotion and Visibility

- Support the promotion of key outreach and community events (e.g. Birak, Deadly Dreaming)
- Coordinate event communications and promotional materials to enhance participation and visibility
- Assist with on the day engagement support for events as required

Procurement and Resource Coordination

- Coordinate procurement, inventory, and distribution of engagement uniforms, merchandise, and branded materials
- Ensure engagement resources support visibility, pride, and consistent representation of Pro Vice Chancellor First Nations Portfolio

Collaboration and Risk Awareness

- Work collaboratively with the Engagement and Outreach Lead and School Relationships Officer
- Contribute to engagement planning while identifying and mitigating risks such as tokenism, misrepresentation, or engagement fatigue

Selection Criteria

Essential

1. Completion of a relevant tertiary qualification and/or significant relevant experience, or an equivalent combination of education, training and experience, in community engagement, communications, marketing or a related field.
2. Demonstrated experience in community engagement, with a strong understanding of culturally appropriate engagement practices, including respectful storytelling and communication with diverse communities.
3. Demonstrated experience coordinating and delivering communications and/or events of varying scale, across multiple mediums and contexts, to a range of audiences.
4. Proven ability to prepare high-quality written materials that are clear, coherent, engaging and fit for publication across a wide audience.
5. Highly developed interpersonal and communication skills, including presentations, with the ability to build, maintain and strengthen effective relationships with students, staff and other internal and external stakeholders.
6. Demonstrated high level of computer literacy, including the ability to produce high-quality work using Microsoft Office applications and relevant University software, with the capability and willingness to learn new systems as required.

7. Demonstrated ability to work autonomously while contributing effectively within a collaborative team environment, using initiative, assuming responsibility for tasks and projects, and resolving problems as they arise.
8. Strong organisational, time and workload management skills, including the ability to prioritise competing demands and meet strict deadlines, alongside a demonstrated commitment to equity and social justice principles.

Desirable

1. Previous experience in a University environment.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a police history check in accordance with the University's Employee Background Checks Procedure.
3. A current or ability to obtain a Working with Children Check.
4. Ability to work outside of normal office hours when required.

Special Requirements

The position will be filled by a person who identifies as Aboriginal and/or Torres Strait Islander. Pursuant to a Section 50 (d) of the Equal Opportunity Act 1984, only applications from suitably qualified Aboriginal and/or Torres Strait Islander candidates will be considered.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other people.
- report incidents, injuries and hazards.
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.

- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.