

POSITION DESCRIPTION



Position	Lead Facilitator
Level/Classification	HEW0606
Reports to	Senior Training Manager, First Nations
Unit	First Nations
Directorate	First Nations
Positions Supervised	Nil

Position Purpose

The Lead Facilitator supports the development of future students, current students and staff through the design and delivery of events, training programs and projects including regular cultural awareness and safety workshops. Additionally, the Lead Facilitator will support the broader team with planning and delivery of integrated and coordinated services to Aboriginal and Torres Strait Islander students.

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 Biddi. 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:

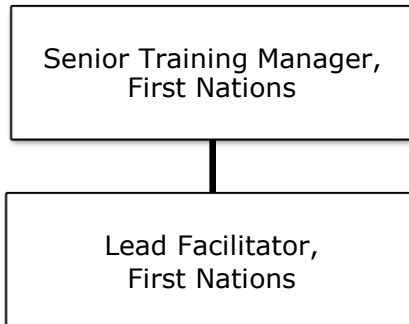
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

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

Guided by a commitment to truth-telling, reconciliation, and empowerment, the Office of the Pro Vice Chancellor First Nations works comprehensively across the whole of the University, to support the inclusion and success of students and staff from First Nations backgrounds, and, to positively promote Indigenous knowledges and cultural inclusivity within the University community and beyond.

Reporting Relationships



Key Responsibilities/Duties

1. Lead, develop and deliver the University's First Nations Training Programs to staff and students in liaison with relevant staff.
2. Monitor and track the effectiveness of First Nations Training Programs through evaluation methods such as assessments, surveys, and feedback mechanisms.
3. Assist the Senior Training Manager with the development and delivery of initiatives which support improved access to higher education for First Nations people, including high school students and others.
4. Develop and deliver training sessions to induct, support and develop First Nations Student Ambassadors in their roles.
5. Represent the University's First Nations Portfolio at schools, community events, internal Murdoch University events and stakeholder events by delivering presentations and workshops, promoting reconciliation and sharing relevant information about First Nations services.
6. In conjunction with the Senior Training Manager design, deliver, coordinate and/or support First Nations Training to external organisations.
7. Undertake administration to enable the effective operation of the First Nations Training team.
8. Be an active member of the broader First Nations team through engaging with colleagues, attendance and participation at meetings, events, initiatives and projects and fostering a strong, supportive and safe culture.
9. Undertake other activities which are consistent with the accountability and duties as listed above, as requested.

Selection Criteria

1. Relevant tertiary qualification with relevant workplace experience, or an equivalent combination of experience, employment, education and/or training.
2. Demonstrated knowledge of First Nations peoples, histories and cultures, together with a desire to share, educate and promote these.
3. Demonstrated understanding of the issues that impact on First Nations people in contemporary society.
4. Demonstrated experience or capability of working meaningfully with First Nations communities.
5. Highly effective communication skills, including presentations, and interpersonal skills, with the ability to create, maintain and enhance relationships with students, staff, and other stakeholders.
6. Demonstrated high level of computer literacy and proficiency using Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate.
7. Demonstrated ability to work under broad direction using initiative, assuming responsibility for tasks and projects and to resolve problems.
8. Organisational, time and workload management skills, including the ability to priorities workload to meet strict deadlines.
9. Proven ability to prepare materials which are clear, coherent, and fit for publication to a wide audience.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. A current or ability to obtain Working with Children Check.
3. 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 persons;
- 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 a 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.