# Indigenous Employment Manager, Generation One

## Organisation

The Minderoo Foundation

**Minderoo Foundation**

Established by Andrew and Nicola Forrest in 2001, the Foundation has committed $1.5 billion to a range of causes. We are a modern philanthropic organisation seeking to break down barriers and drive positive, lasting change.

Minderoo Foundation is made up of eleven key initiatives spanning from ocean research and ending slavery, to collaboration in cancer and building communities.

**Generation One**

Generation One’s mission is to create parity between Indigenous and non-Indigenous Australians within one generation. We believe in a hand-up, not a hand-out, and through our work in Indigenous employment, entrepreneurship and policy, we are making this a reality.

## Culture & Values

Courage & Determination, Empowerment, Enthusiasm, Family, Frugality, Generating Ideas, Humility, Integrity, Safety & Stretch Targets

## Position Title

Indigenous Employment Manager, Generation One

## Reporting To

Indigenous Employment Director

## Location

Full Time, Perth location preferred

## Position Summary

The Indigenous Employment Manager role sits within the Employment by Industry stream and contributes to the strategic priorities of Generation One. This is an Indigenous identified role.

## Your Responsibilities

The Indigenous Employment Manager’s role is to:

- Support the implementation of the Indigenous Employment Network strategy, including direct employer engagement, events management and the management of member-based projects
- Support the design, management and delivery of Network events and workshops
- Engage with employers 1:1 to provide high-level Indigenous employment support and advice, and manage these relationships.
- Assist in development and implementation of employer engagement and communication plans
- Develop and implement an approach to impact assessment of the Indigenous Employment Network.
- Lead the design, development and delivery of relevant and regular educational materials for employers.
**Qualifications**

- Indigenous employment practitioner experience, preferably in large organisations, delivering strategic initiatives
- Indigenous cultural capability, and experience in engaging and working with Indigenous people and communities.
- Demonstrated experience delivering user centric approaches, programs and resources that influence and drive change.
- Experience with managing projects from design to implementation including evaluation development and reporting.
- Demonstrated capability in navigating and managing complex relationships including with providers and partners.
- Ability to work with multiple internal and external stakeholders and deliver to schedule and budget.
- Ability to write concise reports, updates and other documents

**Your Qualities**

- A reliable and self-driven team player, with an ability to both work independently and as part of a team.
- Attention to detail and high standard of work.
- Outstanding interpersonal, communication and listening skills, including strong writing and presentation skills.
- Relationship focused based on trust, respect and credibility.
- Flexible, adaptable and resilient.
- Ability to handle multiple competing priorities amidst tight deadlines.
- Solutions focused in the face of challenges.

**People Management**

This role will not have direct supervisory responsibilities.