

## THE FIRST NATIONS ALLIANCE MANAGER– SCHOOL OF INDIGENOUS STUDIES

The University of Divinity seeks to recruit a First Nations Alliance Manager for the School of Indigenous Studies for immediate commencement. This is a full-time position for a fixed term of three years, and open to a further extension. The position could be located either at the University's Brisbane offices or at the main campus at Box Hill in Melbourne.

### APPLICATIONS

Note: Only Indigenous Australians are eligible to apply as this position is only open to Indigenous applicants as it is exempt under Special Measure Provision, Section 12 (1) of the *Equal Opportunity Act 2011* (Vic).

Closing date for applications:

**5pm on 29 November 2022**

Applications must include:

A cover letter addressing the selection criteria  
A curriculum vitae  
Contact details for three referees

Send applications electronically to:

Anjali Antoniotti  
Chief of Staff  
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## **About the University**

The University of Divinity delivers education and research in theology, philosophy and spirituality and for over one hundred years has prepared its graduates for ministry, leadership and community service.

The University is regularly ranked by students as the top University in Australia for student satisfaction and learner engagement, reflecting the high quality of its curriculum and the dedication of staff to working with small classes.

The University operates across Australia and works in partnership with Colleges in Adelaide, Brisbane, Melbourne, Sydney and Perth, together with over thirty churches, religious orders and associated organisations in a unique ecumenical enterprise. The main campus is located at the St Paschal Estate in Box Hill in the eastern suburbs of Melbourne, Victoria.

The University's Vision is that

*Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.*

For more information, please see [www.divinity.edu.au](http://www.divinity.edu.au).

## **About the School of Indigenous Studies**

Launched in December 2021, the School's mission is to encourage the development of Aboriginal and Torres Strait Islander theologies and ministries, and to decolonise the Eurocentric versions of Christianity that remain dominant in this country.

This will be achieved through:

- forming respectful relationships with Aboriginal and Torres Strait Islander communities and Elders and with Indigenous councils and assemblies amongst the University's partner churches
- delivering Aboriginal, Torres Strait Islander curriculum in partnership, where appropriate, with the University's Colleges
- encouraging and developing a University-wide research culture that embeds Aboriginal and Torres Strait Islander methodologies, ontologies, and epistemologies along with Indigenous approaches to theology and ministry that seek to inform and challenge the wider church and community.
- providing a culturally safe and supportive environment for Aboriginal and Torres Strait Islander peoples to promote access, retention and success in theology and ministry.
- continuing to transform the cultures and activities of the University, its Colleges, and partners, to promote justice and equity and to address the impact of colonisation.
- developing innovative and engaging learning experiences with the wider church and community that foster knowledge, respect and understanding of Aboriginal and Torres Strait Islander histories and knowledge and of shared histories that are purposeful, and transforming.

## **POSITION DESCRIPTION:**

### **THE FIRST NATIONS ALLIANCE MANAGER – SCHOOL OF INDIGENOUS STUDIES**

The primary objective of the First Nations Alliance Manager is to build the First Nations Alliance to establish and maintain next practice strategy, structure and service delivery to facilitate re-empowerment of First Nations peoples and communities. The First Nations Alliance will provide a national platform for Indigenous voices to speak into social and political issues that concern them, and to advocate on Indigenous rights. It will build relationships with Government, Churches, NGOs, and corporate industry to support the aspirations of Indigenous Australians, and to secure financial and other resources to support to the work of School of Indigenous Studies.

#### **1. Key responsibilities**

##### **1.1 First Nations Alliance leadership overview**

- a) Develop the First Nations Alliance culture and overall vision and provide inspired leadership organisation-wide, while creating an environment that promotes great performance and a positive morale.
- b) Identify financial opportunities that guarantee long term fiscal security and build relationships with Governments and Philanthropic Foundations, including overseeing fiscal activity such as budgeting, reporting, and auditing.
- c) Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations
- d) Work with the SIS Committee to determine values and mission, and plan for short and long-term goals, and with the University's senior stakeholders including the Chief of Staff and Financial Controller.
- e) Build mutually beneficial strategic alliances and partnerships with other organisations.

1.2 Create alignment to other alliances and organisations and build strong and effective relationships, and maintain an effective streamlined communication framework specific to the First Nations Alliance Board to foster a collaborative relationship.

1.3 Promote mutual understanding and synergy to ensure all key people are optimally aligned given the strategic priorities of the First Nations Alliance venture/s, and identify opportunities to demonstrate value in collaboration.

1.4 Identify potential problems or barriers to success and prevent them escalating or becoming entrenched.

1.5 Understand and assess key challenges and opportunities for improvement, agree on joint initiatives/goals and ensure full implementation.

1.6 Ensure positive, clear, and consistent verbal and written communication, and communicate frequently with senior management of all parties to ensure alignment.

1.7 Contribute to building the awareness, reputation and value of First Nations Alliance via the appropriate channels. Be a strong and diplomatic internal and external advocate for all parties.

1.8 Establish next practice service deliverables including outputs and performance measures to ensure successful implementation for First Nations Alliance, and identify gaps between industry next practice and those of First Nations Alliance.

- 1.9 Facilitate practice improvements in areas such as communication, conduct, respect, delegation, timeline management, alignment, transparency and mutuality according to industry best practice, and proactively promote a culture of continuous improvement.
- 1.10 Establish processes to ensure smooth operations for the interactions between First Nations Alliance and the key stakeholders, including logistics and effectiveness of First Nations Alliance meetings.
- 1.11 Monitor and report on progress for all agreed initiatives and goals to the Head of Indigenous Studies and other executive reports as required
- 1.12 Gain a strong understanding of the contracts, agreements and other principles that govern the relationship between First Nations Alliance and the Funders.

## **2. Key working relationships**

The First Nations Alliance Manager – School of Indigenous Studies

- 2.1 Reports to the Head of the School of Indigenous Studies
- 2.2 Works closely with the staff of the School of Indigenous Studies
- 2.3 Works closely with staff in the Office of the Vice-Chancellor
- 2.4 Engages proactively with First Nations Alliance stakeholders
- 2.5 Liaises with the Chair and members of the School of Indigenous Studies Committee

## **3. Selection Criteria**

### *Essential*

- 3.1 At least 10 years of demonstrated industry experience working in large and complex projects requiring high level relationship building, negotiation, project management and key stakeholder management.
- 3.2 Track record in Alliance Management at the C-Suite level.
- 3.3 Evidence of successful, long-term working relationships in complex, multi-disciplinary environments.
- 3.4 Excellent interpersonal, collaborative and team management skills acquired in interacting with diverse partners in academia and industry.
- 3.5 Ability to operate independently and with initiative in a range of environments.
- 3.6 Excellent diplomacy skills and demonstrated capacity to build and foster high level relationships at all levels.
- 3.7 Skilled external presenter and representative of First Nations Alliance.
- 3.8 Strong customer service, leadership, negotiation and communication skills.
- 3.9 Ability to effectively communicate through meetings, reporting and presentations.
- 3.10 Must demonstrate the highest standards of personal and professional integrity, honesty and trustworthiness.

### *Desirable*

- 3.11 Management of complex alliances in the academic sector.
- 3.12 Negotiation/mediation expertise.

3.13 Implementation of quality/best business practices in large organizations/industry

**4. Terms and conditions**

The position of the First Nations Alliance Manager – School of Indigenous Studies is a full-time position for a fixed-term of three years, subject to completion of a six-month probationary period and satisfactory performance. The position will be remunerated under the *Higher Education Industry - General Staff* award on the University's salary scale at HEW 6.1 (\$92,591.82 effective from 1 January 2023) plus 10.5% superannuation and 17.5% annual leave loading.