

POSITION DESCRIPTION

POSITION TITLE	General Manager – Aboriginal and Torres Strait Islander Engagement
REPORTS TO	Executive Manager – Recruitment Services, Contracts, Programs and Corporate Relations
CLASSIFICATION	General Manager/ National Manager
LAST UPDATED	November, 2018
STAFF MANAGENT	TBC This position is part of the senior management team and may be required to manage at level or more junior staff members at various times depending on the needs of the business.
LOCATION	National Office
EMPLOYMENT STATUS	Please note, only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. This action constitutes a special measure under section 12 of the Equal Opportunity Act 2010 (Vic).
ENVIRONMENT	AFL SportsReady is a national not for profit employment and education organisation that has facilitated employment, education and training for thousands of Australians since 1994. While having a history of excellence in the football industry, we now work across sectors including the arts and creative industries, education, business and broader sports and recreation. We continue to increase our footprint through our growing Aboriginal and Torres Strait Islander employment programs, the expansion of the work we do through our Registered Training Organisation, SportsReady Education, and our well established ArtsReady program. AFL SportsReady is governed by a volunteer Board of Directors, and has a passionate staff team of over 80 people. With offices in all states across the country, we enjoy excellent relationships with a range of corporate partners, all levels of Government and community.
VALUES	AFL SportsReady's values represent who we are, and what we hold as most important. Our values are: Respect - we listen to and learn from others Excellence - we strive for excellence in all that we do Pride - we have pride in what we do and where we work Ethics - we are ethical in our decision-making and behaviour Accountability - we do what we say we will do Team - together we are more than the sum of our parts
PRIMARY PURPOSE OF THE ROLE	Working with the Executive team and CEO, lead work to develop, grow and, promote AFL SR's Aboriginal and Torres Strait Islander education and employment programs. This role has a primary focus on building and maintaining strong relationships with a range of stakeholders to generate positive outcomes for Aboriginal and Torres Strait Islander people. The focus areas of this role include: 1. Establish new business partnerships and opportunities and strengthen existing relationships with employers and others key stakeholders including government, to support the growth of AFL SR's Aboriginal and Torres Strait Islander Education and Employment programs. 2. Lead work to establish, maintain and grow Aboriginal and Torres Strait Islander community partnerships and relationships, by engaging with a range of community peak bodies, organisations and other key stakeholders. 3. Provide leadership, facilitate and grow AFL SR's Aboriginal and Torres Strait Islander staff network, including providing input to staff development programs. 4. Support work to review and improve AFL SR's current Aboriginal and Torres Strait Islander Education and Employment Programs, and help to implement any changes to programs. Play a lead role in expanding and operationalising AFL SR's philanthropic programs, 'the Ready Foundation'. 5. Lead work on coordinating and communicating AFL SR's second Reconciliation Action Plan.
KEY RESPONSIBILITIES	Business development and relationship management <ul style="list-style-type: none"> Establish and strengthen relationships with a range of employers and other groups, in the context of developing business opportunities for AFL SR's Aboriginal and Torres Strait Islander programs. Lead activities to increase number of participants of AFL SR's Aboriginal and Torres Strait Islander Education and Employment programs

- Support AFL SR's business development and strategy personnel to achieve national and state business development goals and targets.
- Lead work to promote, champion and grow AFL SR's Aboriginal and Torres Strait Islander Programs. Including, promoting programs through a variety of methods including attendance at relevant sector events and functions.
- Follow up new business opportunities, organise and attend meetings as required.

Community partnerships and relationships

- Lead work to establish and grow Aboriginal and Torres Strait Islander community partnerships and relationships, by engaging with a range of community peak bodies, organisations and other key stakeholders.
- Lead review and oversee delivery of AFL SR's internal national community engagement framework.
- Lead work to position AFL SR as a trusted national provider of Aboriginal and Torres Strait Islander employment and education programs and services.

Leadership

- Provide leadership, support cultural and professional development for all staff within AFL SR.
- Play a senior leadership role for AFL SR, and in particular for AFL SR's Aboriginal and Torres Strait Islander staff network. Collaborate with senior management team, and other internal stakeholders to lead work to:
 - Professionally develop and build capability of staff members for current and future needs;
 - Engage with staff, and help to build strong relationships between members of Aboriginal and Torres Strait Islander staff network;
 - Build company cultural competency, and help to support cultural safety in the workplace and working environment; and
 - Provide general support, guidance and mentorship to a range of internal staff members, at varying levels of seniority.
- Contribute as a senior leader within the company, and collaborate with senior leadership team on a range of internal and external matters and projects.
- Partner with senior managers and other team members to achieve company goals and targets.
- Contribute to broader organisation wide strategy and review.

Program review and improvement

- Support review of AFL SR's Aboriginal and Torres Strait Islander Education and Employment programs in both an internal and external context.
- Play a leadership role in expanding and operationalising AFL SR's philanthropic programs – 'The Ready Foundation'.
- Support implementation of any changes to current programs, and implementation of any new programs. Play a key role in operationalising program improvements and changes.
- Establish and oversee systems to monitor national delivery against current and new program goals and targets.

Reconciliation Action Plan (RAP)

- Lead the review, scoping and development of AFL SR's second RAP.
- In collaboration with AFL SR's SMT, and Reconciliation Action Plan working group, implement AFL SR's RAP.
- Monitor, review and report progress against RAP goals and targets.
- Lead work to implement RAP goals and targets within 'Business as Usual' operations within AFL SR.

Other duties as required

- The employee may be expected to perform other duties as required.
- This position involves semi-regular interstate and regional travel.
- This position may involve some after hours and occasional weekend work.
- This position may be expected to participate in key company activities such as annual strategic planning and reviews and state meetings.

OTHER RESPONSIBILITIES

The position has been identified as an Aboriginal or Torres Strait Islander position in accordance with the provisions of Section 14a of the Anti-Discrimination Act 1977. Only Aboriginal and/or Torres Strait Islander candidates are eligible to apply for this position.

EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

- Demonstrated extensive experience and knowledge of Aboriginal and Torres Strait Islander Education and Employment programs and services Demonstrated extensive experience engaging with Aboriginal and Torres Strait Islander community bodies and organisations and extensive networks and community connections.
- Demonstrated experience in establishing and maintaining partnerships with a range of stakeholder groups including government to deliver Education and Employment programs.

- Demonstrated experience with program review and improvement, and 'hand on' experience with operationalising program improvements.
- Demonstrated experience working in a senior management team to deliver employment and/or education programs.
- Demonstrated experience in a senior management team, working collaboratively within a matrixed organisation.
- Knowledge of the vocational education and training (VET) sector.
- Working with children check and current driver's license.

SKILLS AND ABILITIES

- Excellent interpersonal and stakeholder engagement skills.
- Excellent verbal skills, public speaking and presentation capabilities.
- Excellent written skills
- Strong ability to work at a strategic and an operational level to realise improvements.
- Highly collaborative approach, and ability to maintain very strong working relationships with a diverse range of stakeholders.
- Capacity to envision, articulate and operationalise strategy and plans.
- Proven organisational skills, ability to multi-task, prioritise workloads and meet deadlines and targets.