



POSITION DESCRIPTION

PROJECT OFFICER (LEARNING AND DEVELOPMENT)

FTE for this role	1.0 FTE (38 hour working week)
Location	Brisbane, Sydney or Canberra
Employment Terms	Contract until 31 December 2022
Start date	Immediate

Overview

The Australian Indigenous Governance Institute

The Australian Indigenous Governance Institute (AIGI) is an Indigenous-led national centre specialising in governance knowledge and excellence. AIGI supports the economic, social, and cultural aspirations of Aboriginal and Torres Strait Islander peoples by connecting them with world-class governance practice, research, thought leadership and educational resources.

AIGI's headquarters are located at the Brisbane Technology Park in Eight Mile Plains, Queensland, with additional staff based in Canberra and Sydney. AIGI is governed by a Board of Directors. The current strategic plan was launched in early 2020 and will complete its cycle in 2024, and has the following four strategic focus areas:

1. Working with Indigenous people, communities, nations, and organisations to support self-determined governance.
2. Enquiry, sharing, and learning through collaboration and co-design to contribute to a body of knowledge and research about nation building and self-governance.
3. Communication and advocacy to promote Indigenous rights of self-governance and inform effective policy and service delivery outcomes.
4. Identifying and developing a suite of tools and resources for Indigenous people, communities, nations, and organisations to incorporate into their governance practices.

Information about the organisation can be found on the website www.aigi.com.au.



Key Responsibilities

The Project Officer (Learning and Development) will have the following core responsibilities:

Area of Work	Responsibilities
<p>Learning and Development activities</p>	<ul style="list-style-type: none"> • Coordination and promotion of learning and development activities including conferences, seminars, webinars, masterclasses, and training workshops – managing logistics, marketing, sponsorship, and communications associated with such activities. • Development and maintenance of policies, protocols, plans, and templates to enhance AIGI’s approach to events-planning and associated marketing and stakeholder engagement activities. • Undertaking regular evaluation, monitoring, and reporting processes in relation to learning and development activities.
<p>Client Relations and Stakeholder Engagement Support</p>	<ul style="list-style-type: none"> • Positively manage relationships with key internal and external stakeholders, including the provision of appropriate guidance, assistance, and information as required. • Provide high-level support to AIGI partners, collaborators, consultants, external-stakeholders, speakers, and participants, in relation to AIGI’s learning and development activities. • Managing the development and maintenance of a communications database, client relations and stakeholder engagement systems and associated processes in relation to AIGI’s learning and development activities.
<p>Media, communications, branding, and social-media management</p>	<ul style="list-style-type: none"> • Providing support to AIGI’s marketing, branding, communications, and digital engagement/activities, and their associated systems and platforms, such as the AIGI’s website and all social media platforms, where those areas relate to learning and development activities. • Implementation of the AIGI Communications and Digital Engagement Strategy, AIGI Brand Style Guide, and Stakeholder Collaboration Plan, where relevant to learning and development activities. • Providing support in the review of AIGI’s communications and digital engagement strategies and processes to maintain their effectiveness and currency, including the monitoring of performance through reporting and analysis.



In addition to the above responsibilities, the Project Officer (Learning and Development) will undertake other duties as allocated by CEO and the Executive Management team as directed from time to time.

Alignment to Strategic Focus Areas

Focus Area	Alignment
1	Supporting self-determined governance by creating learning and development opportunities.
2	Contributing to the body of knowledge about nation building and self-governance by mobilising research.
4	Developing tools and resources.

Selection Criteria and Core Capabilities

The successful candidate for this position will be able to address the following criteria:

1. Demonstrated ability to work with Indigenous organisations, communities and individuals in culturally appropriate ways. Including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
2. Have completed relevant studies (although not necessary) or has relevant experience in education, training or learning and development in previous workplaces, or ability to acquire new skills as project or organisational priorities evolve.
3. Proven high-level organisational and time-management skills and experience in managing a busy and complex office, including the ability to plan, juggle priorities, and working to deadlines and in a team environment.
4. Excellent people engagement skills including demonstrated capacity to manage a complex array of stakeholders with sensitivity and diplomacy.
5. Demonstrated logistical skills relating to systems management, including client relations management systems, database management, document management systems, and information and computer technologies.
6. Demonstrated ability to work under pressure, organise, prioritise workflows, and meet strict deadlines under limited supervision with a high level of accuracy and attention to detail.
7. Self-motivated, and demonstrated ability to work independently with minimal supervision as well as in a team to achieve outcomes.

Other desirable skillsets: Experience in facilitating training and/or workshops.



Application Process

Applications should be addressed to:	Jessica Ling, Executive Manager (Research and Advocacy) Email: Jessica.ling@aigi.com.au
Closing Date:	Wednesday, 18 May 2022
Applications must include:	<ol style="list-style-type: none">1. A cover letter outlining your response to the Selection Criteria including your skills, experience and qualifications (maximum of 3 pages)2. Your current CV/Resume
Selection Process	The selection process may include: <ol style="list-style-type: none">1. Interview/s;2. Reference checks;3. Skills assessment.
Questions?	For further information please contact Jessica Ling, Executive Manager (Research and Advocacy), by email Jessica.ling@aigi.com.au or 0460 003 339.