



Coordinator, First Nations Steering Committee - Affirmative Measures - Aboriginal and/or Torres Strait Islander

Salary	(APS6) \$94,177 - \$109,013
Classification level	APS 6
Employment type	Ongoing
Position number	19049
Division	Corporate Division
APS Jobs Family	Administration
Security clearance	Baseline
Location	Symonston, Canberra land of the Ngunawal/Ngunnawal and Ngambri People

This recruitment round will be utilised to fill current vacancies as well as to establish a talent pool for future opportunities that may arise.

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

The role

As Coordinator, you will lead the establishment of Geoscience Australia's First Nations Steering Committee (the Committee). This role is responsible for ensuring the process of standing up the Committee is completed appropriately, and that a culturally safe and trustworthy relationship is established with, and between, the newly appointed members.

Once the Committee is established, secretariat duties will be an increasing responsibility of the role.

The Coordinator's priorities and tasks to support the Committee are currently being determined and may be revised in collaboration with members and senior executives at Geoscience Australia to align with business requirements and the organisation's strategic goals.

Responsibilities of this role may include, but are not limited to:

- facilitate the recruitment of Committee members, coordinating a tender process in line with Government procurement policies
- assisting with the development and maintenance of governance policies, procedures and guidance documents.
- provide secretariat and administrative duties to support the coordination of Committee papers, conducting quality assurance, reviewing and checking papers for accuracy and consistency.
- participating in ad-hoc projects as they arise, providing support and expertise as needed.
- managing the Committee mailbox, ensuring members and Geoscience Australia executives are aware of matters, matters are addressed quickly, appropriately and with sensitivity.
- ensuring meeting venues (online or in person) and documents are accessible and appropriate to the Committee's needs.

To be successful in the role you will:

- communicate respectfully with Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues.
- create and maintain high levels of cultural safety.
- be organised, proactive, and able to exceed in a changeable work environment.
- demonstrate high attention to detail and the ability to make decisions whilst working independently and proactively.
- have excellent communication and interpersonal skills to develop and maintain meaningful stakeholder relationships and experience in developing high level written reports and briefing materials.

Required skills, knowledge, experience and/or qualifications

- This position requires an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills.
- Previous relevant experience in secretariat, executive assistant, governance or coordination roles.
- Knowledge of government tender and board recruitment processes would be an advantage.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)

- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions or concerns, we encourage you to reach out to Jess Scott, Manager, First Nations Strategic Engagement on (02) 6126 8762 or email jess.scott@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'.

Eligibility

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

To be eligible to apply for this vacancy applicants must:

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre-employment screening, which includes a police history check.

Applicants applying under this Affirmative Measures round will need to provide evidence they meet the eligibility for this vacancy should they be found suitable prior to being made a formal offer of employment.

- Be of Aboriginal and/or Torres Strait Islander descent;
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.