

Job Description



Job Title	Training and Development Officer
Reporting to	Chief Executive Officer
Classification	\$85000 to \$90000 pa gross (inclusive of superannuation)
Location	Australian Indigenous Governance Institute, Canberra
Employment Terms	2 years contract (potential for ongoing)
Start	To commence early February 2019

Organisational Overview

The Australian Indigenous Governance Institute (AIGI) is an Indigenous led national centre specialising in governance knowledge and excellence. AIGI support 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 is an independent institute located within the National Centre for Indigenous Studies at the Australian National University. AIGI is governed by a Board of Directors and the role will be required to support research projects and undertake the design, implementation and evaluation of training and development material as directed by the CEO.

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

Key Responsibilities

- Oversea AIGI's training and development program including responding to training and consultancy requests; and, manage and develop an annual training and development schedule / calendar;
- Design and expand AIGI's training and development programs based on the needs of the organisation, including online toolkit and governance workshops;
- Coordinate training and development workshops, including resources, logistical planning and all training support requirements and general administrative tasks;
- Ensure all training and development workshops are adequately resourced and evaluated;
- Develop and engage appropriate and experienced consultants to facilitate AIGI's training and development program; and, negotiate AIGI consultancy contracts.
- Develop an effective induction program for consultants;
- Liaise directly with all relevant stakeholders involved in workshop delivery in a timely and professional manner;
- The Training and Development Officer will be involved in professional activities including, attendance at conferences and seminars relevant to the strategic objectives of AIGI;

- Attend meetings associated with research or the work of the organisational unit to which the research and training is connected;
- Other duties as allocated by the supervisor consistent with the classification of the position.

Selection Criteria

1. Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways. Including an ability to communicate effectively and sensitively with Indigenous peoples.
2. Experience in coordinating and managing the development and delivery of training programs and workshops.
3. Proven High level organisational and time management skills including the ability to plan, juggle priorities and working to deadlines.
4. An ability to prepare quality documents, including general correspondence, reports and funding submissions.
5. Well developed interpersonal skills, and oral and written communication skills, combined with an ability to work independently as well as collaboratively with a diverse range of clients to establish successful working relationships.
6. A demonstrated ability to work under pressure, organise and prioritise workflows and meet strict deadlines under limited supervision with a high level of accuracy and attention to detail.
7. An ability to undertake some interstate travel for the delivery of training workshops and programs

Desirable

1. Training and Assessment qualification

Applications should be addressed to: aiqi@anu.edu.au

Closing date: 7 December 2018

Applications must include:

- A cover letter outlining why you are applying for this position
- A Max 3 page pitch outlining your skills, experience and qualifications (using Selection criteria as a guide)
- Resume

For further information please contact Michelle Deshong, CEO, Australian Indigenous Governance Institute on at aiqi@anu.edu.au or 0436 193 662.