

POSITION DESCRIPTION

POSITION TITLE: INDIGENOUS MENTOR	LOCATION: SOUTH EAST QUEENSLAND
REPORTING TO: PROJECT DEVELOPMENT MANAGER	DEPARTMENT: PROJECT DEVELOPMENT

PURPOSE STATEMENT

The primary purpose of this role is to provide mentoring services to participants of BUSY At Work's Indigenous Employment, Training programs and projects. The role will assist with the development of projects under the Indigenous employment and training programs and Skilling Queenslanders for work programs.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Project Development Manager

PRIMARY DUTIES:

- Provide comprehensive mentoring services for Indigenous Employment and Training Programs;
- Assist with assessing needs of Indigenous Communities;
- Comply with reporting requirements;
- Ensuring contractual requirements and KPI's for each program are achieved;
- Assist with developing potential programs;
- Liaising with relevant Stakeholders;
- Assisting with preparing Tenders;

- Assist with sourcing additional funding from Queensland or Federal Government;
- Provide Cultural Awareness information sessions to internal and external stakeholders as required;
- Assist with the creation of Indigenous Employment Strategies to external stakeholders;
- Working alongside all BUSY At Work divisions to develop relationships in order to target Contractual and Internal KPI's;
- Any other duties as required by the General Manager.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Mentoring and/or Business experience;
- Strong communication skills;
- Well-developed interpersonal skills;
- Excellent organisational skills;
- Good time management and the ability to prioritise work demands;
- Ability to work independently and as part of a broader team;
- Fine attention to accuracy and detail;
- Ability to maintain high levels of confidentiality;
- Self motivated with a demonstrated enthusiastic approach to day-to-day business operations;
- Positive approach to a continual changing work environment;
- Strong client focus and desire to be a part of a service organisation.

QUALIFICATIONS:

- Business related diploma or degree, preferred but not essential.
- Cert IV Assessment Workplace and Training, preferred.

QUALIFICATIONS:

- Adaptability
- Time Management
- Communication
- Lateral Thinking
- Building Strategic Working Relationships
- Continuous Improvement

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____