

POSITION DESCRIPTION



FIRST NATIONS COMMUNITY ENGAGEMENT MANAGER (PN 334)

WORKING IN THIS POSITION	
Division:	First Nations & Outreach
Position Status:	Ongoing - Full Time
Classification:	AFTRS - Level 7
Role Requirements:	Working With Children Check (WWCC)
Primary Purpose of the Role: <p>Reporting to the Director of First Nations & Outreach, this role has both an internal and external focus. Working externally, this role is responsible for building and maintaining strong relationships with First Nations communities, demonstrating a strong understanding of community governance, liaising with First Nations stakeholders, key industry stakeholders and external agencies to ensure AFTRS takes a leadership position as a hub of national excellence in screen and broadcast learning that is safe, inclusive and accessible to all First Nations peoples.</p> <p>Working internally, this role will work closely with Student Recruitment to build relationships with talented First Nations practitioners/storytellers and work closely with Student Centre and First Nations students to ensure that First Nations students feel safe and fully supported throughout their learning journey at AFTRS. In centring First Nations cultural values, knowledges and philosophies, the focus of this role is relationship building with the First Nations student cohort, giving students industrial, education and cultural support fostering empowerment and self-determination. This role will also support the Director in identifying and reporting on best practice in First Nations community engagement.</p>	

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WORKING AT AFTRS

AFTRS is a Commonwealth statutory authority, established by the *Australian Film, Television and Radio School Act 1973*. AFTRS is the national screen and audio school – the only Australian education institution to consistently make *The Hollywood Reporter's* prestigious annual list of the top film schools in the world. Working hand-in-hand with the screen and broadcast industries, AFTRS is a global centre of excellence that delivers the highest level of screen and audio education, training and research across Australia.

We are values-led, which means that we strive for **Excellence**; we practice **Courage**; we believe in **Community**; we embrace **Creativity**, and we are **Generous**. Our commitment to these values means that:

- We are leaders in our fields and strive to adapt in the face of an ever-changing industry in the pursuit of *Excellence*;
- We are curious, resilient and embrace challenge and the unfamiliar with open-hearted perseverance through our *Courage*;
- We work together with respect, responsibility and reciprocity, recognising that our strength comes from inclusivity and shared accountability in our *Community*;
- We embrace different ideas, experiences and knowledges in the pursuit of creative excellence and innovation through our *Creativity*;
- We share our skills and knowledge and are equipped and honoured to help tell each other's stories through our *Generosity*.

KEY ACCOUNTABILITIES

1. Actively build and maintain relationships with a range of key stakeholders, including Community and Industry, to support the development and implementation of meaningful partnerships and impactful/strategically aligned projects.
2. Work closely with the Student Recruitment Team to build relationships with First Nations talent across Australia and find pathways to engage them with the School – either through Award Course, Short Course, Outreach Programs or through employment opportunities.
3. Work closely with the Student Centre Team to ensure First Nations students at AFTRS are fully supported throughout their learning journey, developing and implementing plans to build the First Nations student community, fostering First Nations empowerment and self-determination and ensure appropriate referrals where needed.
4. Research, benchmark and make recommendations for policy, procedure and guideline improvements based on best practice community engagement.

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5. Take the lead in recommending, developing, implementing and managing a range of projects including events, festivals and workshops
6. Undertake First Nations Community Engagement project administration including developing, monitoring and managing project budgets, scheduling, resource booking, statistical reporting and records management
7. Monitor and track deliverables for all First Nations Community Engagement projects and ensure completion on time and within budget.
8. Undertake or review WH&S risk assessments as required, including for regional and remote localities.
9. Liaise with First Nations visitors, teachers, guests, participants, and students and with AFTRS staff to facilitate culturally safe and meaningful engagements with AFTRS as framed by First Nations values and protocols.
10. Represent the First Nations & Outreach Division internally and externally.
11. There may be a requirement to undertake tasks outside the scope of the responsibilities listed to support the organisation. AFTRS will engage in a conversation should these tasks arise.

KEY CHALLENGES & RISKS

1. Manage a broad and diverse range of internal and external stakeholders with often sensitive and competing priorities.
2. Work collaboratively with multiple internal stakeholders to facilitate culturally safe student experiences.
3. Ensure AFTRS meets the HESF (2015) threshold standards on Student Wellbeing and Safety to “provide timely and accurate advice on access to student support services and to promote and foster a safe environment on campus and online” and support students in the delivery of courses, particularly those from diverse backgrounds.

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WORKING IN THE DIVISION
<p>The First Nations and Outreach team comprises a small team of specialists working collaboratively to build pathways into AFTRS via outreach, community engagement and leading industry diversity and inclusion initiatives. Working across the School, the team ensures that First Nations cultures are firmly embedded in everything we do at AFTRS, while ensuring that AFTRS takes a leadership position as the hub of excellence in screen and broadcast learning that is safe, inclusive and accessible to people from all across Australia.</p> <p>With an internal and external focus, the team works to initiate and lead structured educational and training pathways for new, emerging and seasoned Aboriginal and Torres Strait Islander practitioners across Australia. Working with key industry stakeholders, the team supports AFTRS cultural remit to ensure the stories and voices we see and hear across the screen and broadcast industries are truly representative of all Australians.</p>

KEY RELATIONSHIPS	
Reports to:	Director, First Nations & Outreach
Direct Reports:	No staff report to this position
Indirect Reports:	N/A
Key Internal Relationships:	Head of Student Recruitment & Admissions, Student Centre, Program Convenors, Lecturers, Students
Key External Relationships:	First Nations Community Groups, First Nations Screen and Media Organisations, First Nations Communities

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SELECTION/CAPABILITY CRITERIA

Essential:

AFTRS considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s14 of the Anti-Discrimination Act 1977 (NSW).

1. Demonstrable knowledge of First Nations culture and protocols with the ability to build relationships with First Nations people, communities and organisations.
2. Demonstrated experience in leading and collaborating on projects with First Nations Communities and the screen and broadcast and/or emerging media sectors industry
3. Excellent communication skills with ability to nurture meaningful relationships, manage competing priorities and sensitively negotiate mutually beneficial outcomes.
4. Proven community project management skills including the ability to manage multiple projects simultaneously including planning, development, implementation, and evaluation.
5. Demonstrated success in designing and implementing stakeholder engagement strategies, including facilitating panels and forums, development of stakeholder engagement plans, and use of new technologies and social media platforms.

Desirable:

6. Possess qualifications, or be willing to be trained in, Mental Health First Aid.
7. Experience working in diversity and inclusion projects.

EMPLOYMENT CHECKS & OTHER POSITION REQUIREMENTS

Employment Checks Needed:

1. Working With Children Check
2. A Confirmation of Aboriginal or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation with a common seal.

Other Employment Requirements:

3. N/A