

ACU Aboriginal and Torres Strait Islander candidate job guide



July 2024

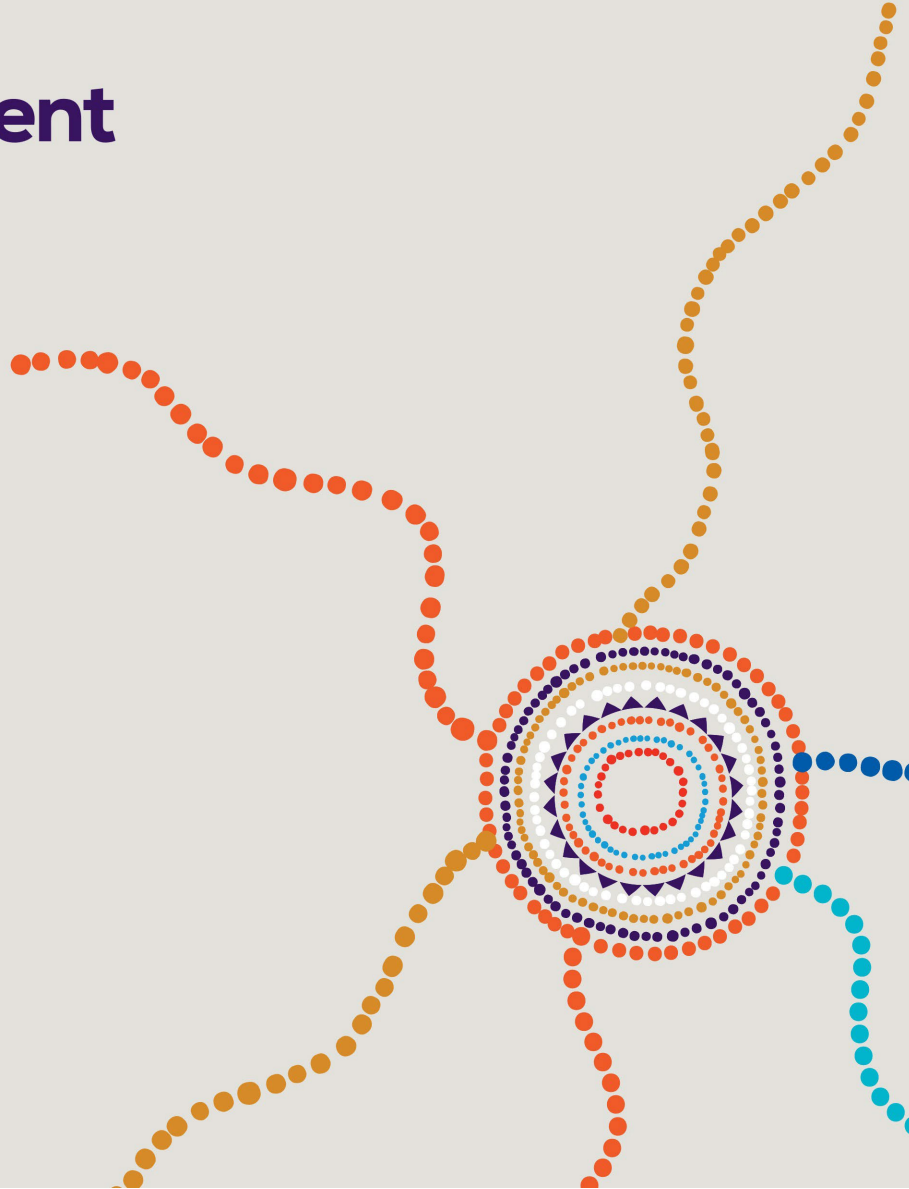


ACU

AUSTRALIAN CATHOLIC UNIVERSITY

Acknowledgement of Country

In recognition of Aboriginal and Torres Strait Islander peoples' deep spiritual connection to Country, and in continuing the university's commitment to reconciliation, it is customary to acknowledge Country as we pass through it. We acknowledge and pay our respects to the First Peoples, the Traditional Custodians of the lands and waterways where Australian Catholic University campuses and leadership centres are located, and we thank them for their continued custodianship.



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1. Aboriginal and Torres Strait Islander candidate job guide

ACU is committed to being an Employer of Choice for Aboriginal and Torres Strait Islander peoples and encourages the ACU community to take a proactive approach to Aboriginal and Torres Strait Islander peoples employment.

This guide supports the university's commitment to Aboriginal and Torres Strait Islander peoples employment and provides information for prospective candidates on recruitment and selection processes at ACU.

If you require further information, support or advice, please contact the Manager Aboriginal and Torres Strait Employment by emailing firstpeoplesemployment@acu.edu.au

2. Where does ACU advertise jobs?

Continuing (ongoing) and fixed term (temporary) positions are advertised on the [Careers at ACU](#) website, with identified (genuine occupational requirement) and targeted positions also advertised on Indigenous job boards such as [Koori Mail](#) and [Indigenous Employment Australia](#).

Other standard external advertising platforms for positions are SEEK and LinkedIn Jobs, and you can register for job alerts by creating an [account](#) through [Careers at ACU](#) to notify you of future advertised positions. The Manager of Aboriginal and Torres Strait Islander Employment (within the People and Capability Directorate) also circulates identified and targeted job vacancies through First Peoples' community networks.

All externally advertised positions are open to everyone. If an advertised position appeals to you and you have the advertised skills, experience and education you are encouraged to apply.

[+ Current Opportunities](#)
[+ External Expressions of Interest](#)
[+ Internal Vacancies \(Current ACU Staff Only\)](#)
[+ Register for Job Alerts](#)

Search for a job

Q

Enter one or more key words without punctuation, e.g. Senior Lecturer

Locations

ACT
 NSW
 QLD
 SA
 VIC
 ROME

Clear Filter

Current Opportunities (Advertised External)

Position Title	Organisation Unit	Employment Type	Campus Location	Closing Date +
Aboriginal & Torres Strait Islander Curriculum Coordinator	Speech Pathology	Continuing Part-time	NSW,QLD,VIC	21-MAY-2024
Provide discipline-specific cultural and academic expertise and leadership regarding the embedding of Aboriginal and Torres Strait Islander ways of Knowing, Doing and Being into the Bachelor of Speech Pathology curriculum.				



2.1 Aboriginal and Torres Strait Islander candidate positions

Positions advertised as identified (genuine occupational requirement) or targeted, are for the appointment of Aboriginal and Torres Strait Islander candidates only. What you need to know about these positions before applying:

- **Identified position (genuine occupational requirement)** – these positions are specifically for Aboriginal and Torres Strait Islander peoples, as they require skills and capabilities that only Aboriginal and Torres Strait Islander peoples would be able to meet, while also supporting the ACU Aboriginal and Torres Strait higher education agenda.

Identified positions are advertised using the wording below:

ACU considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under s 42 of the Discrimination Act 1991 (ACT)/ s 14 of the Anti-Discrimination Act 1977 (NSW), s 25 of the Anti-Discrimination Act 1991 (Qld)/ sub-s 56(2) of the Equal Opportunity Act 1984 (SA)/ sub-s 26(3) or s 28 of the Equal Opportunity Act 2010 (Vic).

- **Targeted position** – these positions are advertised for Aboriginal and Torres Strait Islander peoples only and created under the Special Measures approach. These positions don't hold any 'formal' responsibilities relating to ACU Aboriginal and Torres Strait higher education agenda. Establishing these positions supports ACU to advance its commitment to employing Aboriginal and Torres Strait Islander peoples.

Targeted positions are advertised using the wording below:

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 27 of the Discrimination Act 1991 (ACT) / s 105 of the Anti-Discrimination Act 1991 (Qld) / s 65 of the Equal Opportunity Act 1984 (SA) or s 12 of the Equal Opportunity Act 2010 (Vic) and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).

Positions advertised by ACU will include a position description (PD) about the role. You're encouraged to read through the PD to understand the requirements of the role and to contact the hiring manager with any questions you might have before applying.

2.2 Get to know ACU before you apply

Get to know the 'why' for working at our university:

- [Working here – Aboriginal and Torres Strait Islander Peoples recruitment and employment](#)
- [Why work at ACU](#)
- [ACU – Our university](#)
- [First Peoples Directorate](#)
- [Indigenous Higher Education Units](#)

3. Candidate application process

You've found a vacancy that you are interested in and ACU has an online application process for submitting job applications. Let's break down the process to maximise your success in securing the job.

Step 1: Review the position description and become familiar with ACU's [mission](#) and [application process](#).

Step 2: Click the [online] 'View Position Description and Apply' button, and populate your candidate application details, including:

- resume (maximum five pages)
- responses to the selection criteria and core competencies in a cover letter (maximum two pages) or in the online 'Declaration and criteria' application page
- brief online responses to any pre-screening employment questions.

Read through [ACU's recruitment applicant support guide](#) prior to submitting an online application.

3.1 Position description (including selection criteria and core competencies)

A position description (PD) is a document detailing everything that you need to know about the role. The PD is separated into different sections of information as follows:

About ACU	Our mission, our values, our structure.
About the directorate	The work group location of the role.
Position purpose	Summary of the purpose of the role.
Key responsibilities	Detailed list of role activities, responsibilities and duties needed to be performed by the role holder.
How the role operates	Summary of how the role operates, its autonomy and independency.
Selection criteria	Requirements the job holder needs to demonstrate to be successful in the role, including qualifications, skills, knowledge, experience and core competencies.
Reporting relationships	Where the role sits within the team structure and who the role reports into

Spend time reviewing the **key responsibilities** in the PD so you are familiar with the duties expected to be performed in the role. This will be helpful if you are shortlisted and invited to interview as you can draw on your experience and use examples that match the key responsibilities to demonstrate your capability.

The selection criteria sets out the qualifications, skills, knowledge and experience that you will need to demonstrate at the time of applying for the role. The core competencies are those professional attributes ('ways of working') you will be expected to demonstrate as you work in the role. When applying for a job vacancy, address both the qualifications, skills, knowledge and experience and the core competencies in your cover letter or in your online responses.

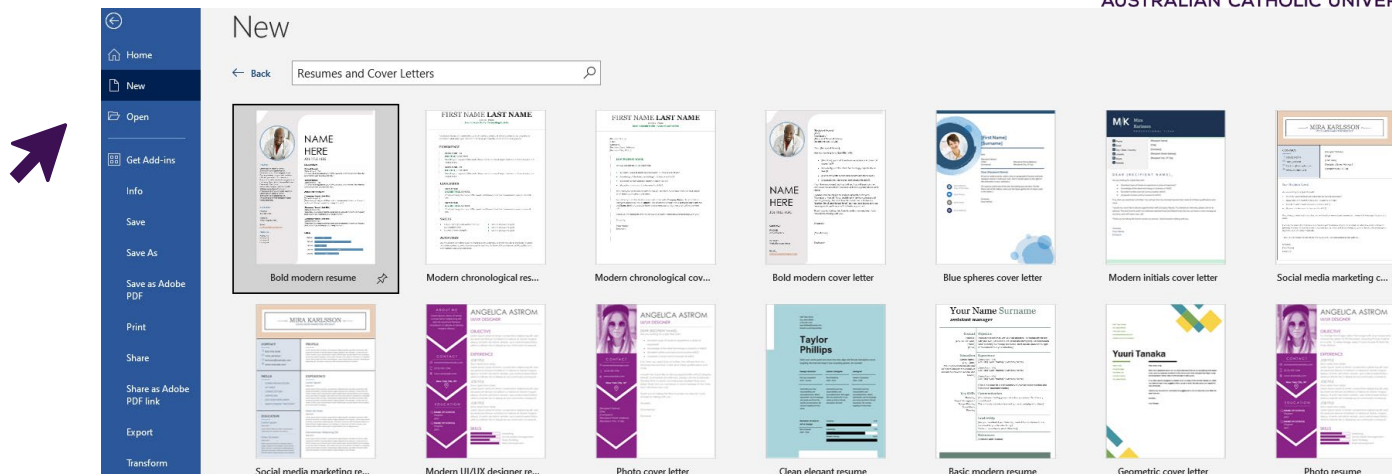
A sample PD for an identified position is located in Section 6 of this guide and/or visit the [ACU Preparing your application](#) site for more information.

3.2 Resume

A resume (or curriculum vitae) is a record of your professional working career. You will need to have an up-to-date resume to apply for a role at ACU. If you don't have a resume or need to make updates to the one you have, these resources may assist:

- Resume help (a free online tool): [Resume help: instantly create your resume online](#)
- LinkedIn: [Resume writing: online courses, training and tutorials on LinkedIn Learning](#)
- Microsoft Word templates: resumes and cover letters are available (see below image).

📌 **Tips:** Include a career summary or aspirational statement on the first page of your resume. List your achievements against each job you've held in your resume.



3.3 Cover letter

A cover letter is your personal introduction and is typically attached with the job application and resume. This is your opportunity to shine and demonstrate how you are the best candidate for the job. Use the cover letter to address the job selection criteria and be sure to highlight your experience and skills that suit the advertised role. If you don't have a cover letter or need to make updates to one, these resources may assist:

- LinkedIn: [Writing a cover letter](#)
- Seek: [How to write a great cover letter](#)
- Microsoft Word templates: **resumes and cover letters** (refer to 3.2 of this guide)
- Job Access: offers good [tips](#) for writing a winning letter.

◀ **Tip:** Refer to the content of the PD as you prepare your cover letter, paying attention to the key responsibilities and full selection criteria including core competencies.

3.4 Online screening questions

Online screening questions form part of the ACU application process. Let's go through the following questions and why they are being asked of you.

Employment history with ACU"	Indicate if you've previously worked at ACU.
Work rights and work restrictions	ACU recognise Aboriginal and Torres Strait Islander peoples as Australia's First Peoples. Please note that this question is mandatory and that you will be asked to respond.
Background checks	Asks for your consent on any employment related background checks (such as Confirmation of Aboriginality, Working with Children Check) that might be needed due to the nature of the role.
Conditional offer	Brings to your attention any required documentation (such as qualifications, proof of identity that you need to supply before an offer of employment can be made.
Information integrity	Relates to the accuracy of the information supplied in the job application.
Consent of personal information	Relates to the keeping the information submitted in the job application.
Conflict of interest	If at any stage you become aware that a personal/family member is part of the recruitment process, you will need to notify the university.

◀ **Tip:** If you have any questions or need advice about the online screening, reach out to the hiring manager or the Manager Aboriginal and Torres Strait Employment on firstpeoplesemployment@acu.edu.au

3.5 Interviews

Congratulations, you've been asked to attend a job interview. These tips will help you prepare for interview.

- Give yourself plenty of time to get to the interview on time whether it be onsite or online.
- Have water with you and a paper/pen in case you want to take notes.
- Prepare some questions to ask the hiring manager/ interview panel about the role, the team or workplace culture.
- Know your application and job submission, re-read it and have a digital copy to refer to during the interview.
- Prepare some work examples that you could use in the interview. Base these examples on the selection criteria, core competencies and key responsibility information from the PD.
- Impress your panel by remembering their names when they introduce themselves and state their name back when they ask you an interview question.
- Take your time, if you are stuck on an interview question ask if they could repeat the question.
- At the end of the interview, it's ok to ask how long it might take to be notified of the outcome.
- Have an idea of how soon you might be able to start in the new role in case you are asked for this information.

3.6 Referees

Reference checking forms part of the recruitment process and will need to occur before an offer of employment is made. ACU will ask you for the names of two professional work referees who will be contacted to provide you with a confidential reference to support your job application. You will be asked to provide the referee contact details as part of your job application submission, or these details can be provided at or after interview.

◀ **Tips:** It is best to use a current supervisor and the most recent place you worked at. If you've had a gap in working then consider the last place you worked, a recent place where you studied or a sports association that you are a member of. Be sure to ask the referees if they consent to completing a reference for you and give them some details about the job you applied for.

3.7 Confirmation of Aboriginality or Torres Strait Islander Heritage

Please note, if you are applying for either an identified or targeted position, ACU will require confirmation of your cultural heritage prior to any formal offer for the position is issued.

All identified and targeted positions will require candidates to provide a written response in the key selection criteria outlining your cultural heritage and connection to community. This process also requires each candidate to provide a certified copy of a *Confirmation of Aboriginal or Torres Strait Islander Cultural Heritage* form issued by an incorporated Aboriginal or Torres Strait Organisation and stamped with the common seal.

The document should state that a person:

- is of Aboriginal or Torres Strait Islander descent
- identifies as an Aboriginal or Torres Strait Islander person, and
- is accepted as such within the community in which they live or have lived.

If you are unable to gain this type of document, there is an option to complete a Statutory Declaration and you should include the following three statements:

- a. you are of Aboriginal or Torres Strait Islander descent and that you identify as an Aboriginal or Torres Strait

- Islander person
- b. information you have about your Aboriginal and/or Torres Strait Islander Family (please include names and details of where you are from) and
 - c. why you are not able to have your Aboriginal or Torres Strait Islander Status confirmed by a Local Aboriginal or Torres Strait Islander Land Council or another Aboriginal or Torres Strait Islander Organisation.

In addition to the Statutory Declaration, you will need to provide a letter from a recognised Aboriginal and Torres Strait Islander community member or organisation either from your current community or a community where you have lived, noting the community member should not be related to you.

4. Culturally safe recruitment practices

Recruitment processes are to be fair, transparent, culturally safe, inclusive and free from biases. We want you to know that we've taken steps to work with hiring managers on:

- ensuring there are Aboriginal and Torres Strait Islander panel member on interviews for identified or targeted positions
- creating an interview setting that is inclusive and welcoming
- being mindful that some candidates may need time and space to respond to interview questions
- accessing further information or support from an Aboriginal and Torres Strait Islander staff member.

If you require further information, please contact the Manager Aboriginal and Torres Strait Employment on firstpeoplesemployment@acu.edu.au

5. Culturally safe work environment

We want you to feel comfortable and safe when working at ACU, so we're actively:

- implementing compulsory Cultural Awareness Workshops for all new staff to complete in their first three months of employment
- delivering a compulsory online cultural awareness module for all casual and sessional staff to complete as part of their onboarding program
- living our mission and values, in treating everyone with respect and dignity of the human person
- sharing [staff stories](#) across the organisation.

6. Sample of ACU position description

The following provides a sample of an ACU identified position within Weemala Indigenous Higher Education Unit located on ACU Banyo Campus. Please note the position description was last advertised in March 2023 and does not necessarily provide current information for the position.

POSITION DESCRIPTION

Position Title	Indigenous Student Success Officer		
Organisational Unit	First Peoples Directorate		
Functional Unit	Weemala IHEU		
Nominated Supervisor	Coordinator, Indigenous Higher Education Unit (Weemala)		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10610559
Attendance Type	Full Time	Date reviewed	03-MAR-2023

ACU considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement of this position under s 42 of the Discrimination Act 1991 (ACT)/ s 14 of the Anti-Discrimination Act 1977 (NSW), s 25 of the Anti-Discrimination Act 1991 (Qld)/ sub-s 56(2) of the Equal Opportunity Act 1984 (SA)/ sub-s 26(3) or s 28 of the Equal Opportunity Act 2010 (Vic). The position is therefore only open to people who identify as Aboriginal and Torres Strait Islander.

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the [Strategic Plan 2020-2023](#) and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

ABOUT FIRST PEOPLES DIRECTORATE

The First Peoples Directorate incorporating Indigenous Higher Education Units is responsible for Aboriginal and Torres Strait Islander education outcomes, to provide leadership in:

- Facilitating success of current Aboriginal and Torres Strait Islander students
- Engagement with prospective Aboriginal and Torres Strait Islander students
- Building sustainable partnerships with Aboriginal and Torres Strait Islander communities
- Developing cultural competency across ACU
- Embedding First Peoples' perspectives in curriculum and research
- Enabling culturally safe environments to enhance the belonging of Aboriginal and Torres Strait

Islander peoples

The First Peoples Directorate focus exclusively on First Peoples strategic leadership aligned with current higher education sector practices. This focus includes the progress the implementation of the ACU Reconciliation Action Plan and the Cultural Capability Strategy that underpin the University's commitment to improving educational outcomes for Aboriginal and Torres Strait Islander people.

POSITION PURPOSE

The purpose of this position is to enable success for undergraduate and postgraduate Aboriginal and Torres Strait Islander students at ACU. This is achieved through the provision of a range of effective cultural, academic and personal support services to Aboriginal and Torres Strait Islander students. This role is pivotal in enabling success of Aboriginal and Torres Strait Islander students in higher education by:

- Working collaboratively across the University campuses especially with Student Admissions, school and faculty representatives, Library, Office of Student Success and Campus Ministry to support student participation and success and, enrich the University experience for Aboriginal and Torres Strait Islander students at the Brisbane campus;
- Building and maintaining strong external and internal partnerships to support the success of Aboriginal and Torres Strait Islander education including collaboration with Equity Pathways and Future Students teams to attract Aboriginal and Torres Strait Islander peoples and promote ACU programs and services;
- Evaluating and reporting program outcomes as directed by Coordinator Indigenous Higher Education Unit

As a member of the IHEU team you may be required to deliver engagement activities and be available for week-end work to support Aboriginal and Torres Strait Islander students.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU Strategic Plan 2020-2023](#)

- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- ACU Staff Reconciliation Action Plan

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Initiate regular contact with all Aboriginal and Torres Strait Islander students at undergraduate and postgraduate level to identify individual support needs, increase awareness of the role and services of the IHEU, encourage students to access the University's support services and promote Scholarship and enrichment opportunities.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Work across multiple campuses to support and influence effective communication with faculty and directorate staff to facilitate sensitive and seamless student admission process, student orientation, participation, engagement, progression and student pathways	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Deliver student workshops to build student confidence and skills, this includes how to apply for scholarship and other leadership opportunities.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
With the Office of the Director coordinate the Unit's Study Assistance program by determining tuition required, matching student with appropriate tutors and monitoring efficacy of tutoring and academic progress of students.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Work closely with Equity Pathways to build outreach capacity to Aboriginal and Torres Strait Islander communities and strengthen relationships with schools and community organisations, to increase awareness, inform aspirations and increase access to higher education	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
In partnership with Future Students and Equity Pathways actively promote ACU at Indigenous specific career and employment expos and community events.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Resolve enquiries from Aboriginal and Torres Strait Islander students and staff of the University in relation to Aboriginal and Torres Strait Islander student issues	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Working with the Coordinator IHEU, address complex policy, procedural or financial issues and if required refer to the Office of Director for determination. Understand the purpose and application of ACU policies and procedures to actively manage risk in the best interests of ACU	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contribute to the planning of initiatives within the IHEUs, the First Peoples Directorate team and campus activities that further enhance student success and achieves the strategic goals of the Portfolio and ACU	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
Evaluate and report outcomes on student engagement and activities to the Director of First Peoples.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position will have the freedom to implement changes to policies; processes and procedures based on their expertise.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Identification as Aboriginal or Torres Strait Islander. Australian Catholic University considers that being of Aboriginal or Torres Strait Islander origin is a genuine occupational qualification for this role. • Qualification - A relevant degree preferably in Education or Communication, with relevant experience or an equivalent combination of relevant experience and/or education/training. • Experience - Proven ability to communicate effectively and provide high quality and appropriate support for Aboriginal and Torres Strait Islander peoples. • Experience - Proven ability to contribute positively and work effectively both independently and within a small team to meet deadlines, maintain confidentiality and establish work priorities. • Skill - Proven ability to work as part of a team and independently, setting priorities and managing time effectively to complete multiple simultaneous and complex tasks while working across multiple locations. • Skill - Proven well-developed interpersonal and relationship management skills with the ability to interact with University staff across all levels and with external stakeholders. • Skill - Demonstrated administrative, organisational skills, problem solving and decision-making abilities
Core Competencies:	<ul style="list-style-type: none"> • Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial

	<p>outcomes that are aligned with the Mission, Vision and Values of the University.</p> <ul style="list-style-type: none"> • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

