

**Position Description (PD)**

Role	Director, Cultural Capability Development
Branch	Corporate Group
Team	Corporate Operations
Level	Executive Level 2
Role context	<p>The Productivity Commission is committed to meeting the requirements of the National Agreement on Closing the Gap, implementing the recommendations of the ABSTARR and Yulang reviews, seeking to improve outcomes for Aboriginal and Torres Strait Islander people and communities, and fostering a workplace that is culturally safe for all.</p> <p>This non-ongoing position has been created to progress these commitments.</p> <p>This is a non-ongoing role for an initial 12 months, with a review against progress at six months.</p>
Reports to	Assistant Commissioner, Corporate
Direct reports	Up to two
Location	The PC will support flexible working arrangements for this position (remote or hybrid).

Responsibilities

- The Director, Cultural Capability Development will lead the Commission's response to the recommendations for government agencies in the Closing the Gap (CTG) Review report, and the ABSTARR and Yulang reports. This is expected to include:
- leading the development of the Commission's Reconciliation Action Plan (RAP) including by being a member of and secretariat to the RAP working group; developing a budget, timeline and implementation plans; liaising with Reconciliation Australia; and leading engagement and/or consultation with staff.
 - the development of a tailored three year, rolling program, for cultural capability training, with different training options for staff based on their existing level of cultural capability and role, and a variety of offerings in-house and external to the PC, including:
 - supporting delivery of initial cultural capability training to Executive Level 2 staff by March 2025, in line with APS-wide requirements
 - a sub-pathway of capability development in the area of engagement skills to support the work of all staff in their integration of Aboriginal and Torres Strait Islander engagement in all areas of the PC's work
 - working with the finance team to identify suitable providers and procure services, including for cultural capability training

	<ul style="list-style-type: none"> ○ the progression of the Aboriginal and Torres Strait Islander seminar series with the inaugural Mokak oration in November 2024 and three more seminars before the end of 2025 • leading the development of an employment strategy to support the recruitment, career advancement and retention of Aboriginal and Torres Strait Islander staff at the PC, with a view to having the right skills and experience in place for the next CTG review and the PC more broadly. • supporting the implementation of actions identified in the RAP by working with colleagues across the PC and other APS agencies including, for example, on implementation of Indigenous Data Governance principles, adoption of Indigenous research methodologies and the development of an indigenous data pathway in the APS, in partnership with the APSC. • liaising with Management Committee, Senior Management, the Workplace Improvement and Culture Committee, and members of the HR and SCE teams to ensure the PC's strategy for meeting its commitments under the National Agreement on Closing the Gap are tailored to its needs. • participating in or leading the review of HR policies and procedures as they relate to cultural capability and/or cultural safety. • interpreting and ensuring Commission policies and procedures comply with the commitments to the National Agreement on Closing the Gap, legislation, administrative frameworks, guidelines, regulations and other Government policy. • Supporting the PC's safety culture by providing guidance and input into policy and practice to support cultural safety, as an element of psychosocial safety • Preparing quarterly executive reports on progress and presenting them to the Commission's Management Committee. • As required, representing the PC in cross-agency networks and working groups
Key attributes	<p>Professional expertise:</p> <ul style="list-style-type: none"> • An accomplished executive who possesses leadership skills, demonstrates a collaborative style, and role models APS and PC's values. Excel at project management, strategic implementation and demonstrate operational delivery experience in complex/challenging environments. • Present with exceptional judgement and integrity including the ability to make balanced decisions in choosing a course of action when managing complex and/or sensitive issues, dealing with ambiguity and managing risks, whilst being sensitive to the context. • Knowledge of the National Agreement on Closing the Gap and the Commission's Review of the Closing the Gap Agreement, and an ability to interpret and apply these and relevant legislation to agency and whole-of-government policies and guidelines in a consistent and accurate way. • Experienced change manager, displaying exemplary, influencing, organisation and planning skills. • Have the ability to work in a fluid environment, remaining flexible, agile and adaptable, supporting colleagues at short notice.



	<p>Effective Engagement:</p> <ul style="list-style-type: none"> • Have well-developed interpersonal skills that foster trust and cooperation, and a proven ability to work effectively and with integrity, within a sensitive environment. • Knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures, histories and perspectives, including professional or life experience engaging with Aboriginal and/or Torres Strait Islander people and organisations in a fair, inclusive, ongoing, and reciprocal way. • The ability to establish and maintain constructive working relationships to achieve outcomes and further the work of the organisation – sharing information, collaborating, and consulting with others, interacting confidently and credibly with colleagues. <p>Personal Productivity and Growth:</p> <ul style="list-style-type: none"> • The ability to effectively plan and progress work for self and others to deliver on agreed outcomes – managing competing priorities, monitoring work progress, problem solving, and displaying resilience.
Our values	<p>Our staff share the wider Australian Public Service values. We are impartial, committed to service, accountable, respectful and ethical.</p> <p>In the context of the Commission's particular role, structure and operations, all staff are expected to display the following behaviours:</p> <ul style="list-style-type: none"> • Takes Responsibility – taking ownership of tasks and situations at work. • Acts with Integrity – including seeking to uphold the Commission's principles of independence of analyses, transparency, and taking a community-wide perspective. • Respectful – including being courteous in all interactions with others, and considerate of others' circumstances and points of view. • Collaborative – including sharing information and feedback in a constructive and timely way and working with others to solve problems and fulfil shared objectives. • Open-minded – including thinking critically, being willing to change views and exploring new ideas and opportunities to improve what and how things are done.