

Position Description

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PO Box 33301
Melbourne VIC 3004
Australia

www.abstarr.com

Consultant

Position Title	Consultant
Reports To	Director of Strategy
Direct Reports	Nil
Remuneration	\$110-\$150k pa plus 11.5% superannuation, depending on professional experience and qualifications
Duration	3 years
Commencement Date	November 2024 or January 2025

Our Organisation

ABSTARR Consulting Pty Ltd is an exciting venture that specialises in the art and science of decolonisation. It was established by Professor Gregory Phillips in 2007. We are a 100% Aboriginal-owned company that is certified by Supply Nation and Victorian Kinaway Chamber of Commerce.

We **lead change** by facilitating transformational learning in culturally safe environments.

We **deliver excellence** in strategic thought leadership, critical analysis and evaluation.

We **offer clarity**, confidence and wellbeing to those who want to deliver better outcomes for Aboriginal and Torres Strait Islander Peoples.

Please see www.abstarr.com for more information.

Your Role

The Consultant will provide expertise in researching, writing, governance, engagement and project management for projects which ABSTARR Consulting are responsible for delivering. Projects originate from many sources and the expertise in content required varies. Primarily, you will be required to have excellent policy analysis, development and writing skills.

Generally subject matter expertise sought by ABSTARR Consulting includes:

- Cultural safety and/or self-determination
- History and cultures of Aboriginal and Torres Strait Islander Peoples
- Impacts of colonisation on individual and community wellbeing

- Strategic thinking
- Organisational change
- Community engagement and relationship building
- Evaluation and data sovereignty
- Lived experiences.

Your Key Responsibilities

The Consultant will contribute to the completion of funded activities and projects of ABSTARR Consulting by drawing upon your expertise in project management, consulting and/or subject expertise for which you have been contracted by ABSTARR Consulting. This may be in policy, strategy, curriculum, evaluation, research, evaluation and/or community development; and / or as an advisor contracted by the team at ABSTARR Consulting to draw out key content, messages or performance indicators. In addition, you will be expected to undertake a train the trainer program, and deliver cultural safety and self-determination training to external organisations.

You assist all team members at ABSTARR Consulting to fulfill the requirements of their role. Through your life stories and your work and lived history you are able to reinforce the purpose and vision of ABSTARR Consulting by teaching personnel and team members.

You support the organisation in development of its vision and purpose, and support the organisation within your area of expertise. You brainstorm and problem-solve with your supervisor and the whole ABSTARR Consulting team.

Our Expectations of you

As a representative of ABSTARR Consulting, we ask that you:

- Adhere to the values and purpose of ABSTARR Consulting
- Act in the best interests of ABSTARR Consulting
- Actively seek feedback and act on that feedback
- Demonstrate a high degree of motivation
- Undertake all work activities honestly, faithfully and diligently
- Take initiative
- Be transparent in your decision making and actions
- Be flexible and adaptive, and collaborate with all team members
- Acknowledge diversity in all areas
- Use appropriate inclusive language
- Keep track of your own physical and mental health and wellbeing, and acknowledge any stresses, tensions and effects this work may have on your health.

Our Commitment to you

When working with ABSTARR Consulting, you can expect:

- honesty, fairness, dedication and a professional approach at all times.
- Clear direction to assist you to undertaken your work effectively
- A team-based approach to completion of work
- To work with a team that has focus and purpose
- Celebration of achievements
- Celebration of diversity

You Have

To be an effective Consultant partnering with ABSTARR Consulting, you have:

1. Excellent policy analysis, development and writing skills
2. Excellent project management and time management skills
3. Excellent people skills, including interpersonal communications and stakeholder engagement
4. Excellent team-work and collaboration capabilities
5. Demonstrated ability to work independently, problem-solve and take initiative
6. You currently work in the area of your subject matter expertise or have actively been involved in Aboriginal and Torres Strait Islander policy, education, health, justice or a similar field in the last 3 years
7. Willingness and ability to learn some content of various projects rapidly
8. Willingness to undertake a train the trainer program and deliver training to clients
9. Ability to travel and to work out of standard hours.

Our Commitment Together

This Position Description accompanies your contract of employment with ABSTARR Consulting and together forms the agreement of your work with ABSTARR Consulting.

I, _____, have read and fully understand both this Position Description and the Contract of Employment and accept the offer of employment set out in the contract of employment. I will observe the terms and conditions of my contract of employment during my period of employment and thereafter.

Name: _____

Signature: _____

Date: _____

Name: Professor Gregory Phillips, CEO, ABSTARR Consulting

Signature: _____

Date: _____