



IDX Manager

Key Position Information

Job Title: **IDX Manager**

Position Reports To: **Director, Operations**

Location: **National Centre of Indigenous Excellence, 180 George St, Redfern**

Status: **Fixed Term, Full Time**

Direct reports: **IDX Program Facilitator**
IDX Communications Officer
IDX Hub Coordinator

Primary Purpose of Job

The IDX Manager will lead the development of the Indigenous Digital Excellence (IDX) Initiative to ensure it encourages, supports and amplifies digital entrepreneurship, participation and practice for Aboriginal and Torres Strait Islander people so that they may increase their own, and their communities' wellbeing.

This role will be responsible for fostering the IDX partnership between the Telstra Foundation and the National Centre of Indigenous Excellence, including the management and growth of the FLINT Program and develop culturally sound STEM/STEAM curriculum to increase Indigenous education and employment outcomes within the sector.

The role will be required to communicate the IDX vision and initiative objectives to key stakeholders, ensuring all necessary administration, documentation, reporting including financial budgets and governance are observed.

Qualifications

- Completion or progress towards an appropriate tertiary qualification (such as Business, Project Management, Information Technology, Marketing).
- Extensive equivalent on-the-job experience working in the technology sector and with Aboriginal and Torres Strait Islander communities.

Function

Accountabilities

Strategic

- Assist in the implementation of the NCIE strategic priorities and initiatives.
- Have an in-depth knowledge of the strategic and operational position of NCIE and its Services.
- Drive IDX program initiatives and new strategic development opportunities.
- Ensure IDX program solutions are aligned to achieve business goals and projections.

Operational

- Cooperative development of the National IDX Strategy and related documentation with key stakeholders (internal and external).
- Development and ongoing management of the IDX Initiative -Program Logic (detail) with the IDX team.
- Preparation of monthly and quarterly reports for NCIE and Telstra Foundation executive teams and boards (in accordance with Partnership Agreement and NCIE governance practices).
- Presentations to the NCIE and Telstra Foundation executive teams and boards on the IDX Initiative and its activities.
- Collaboration with NCIE Communications Team and Telstra Foundation (PR + marketing etc.) to communicate the IDX vision and activities.
- Facilitation of activities that support youth development of personal responsibility, self-direction and leadership in the facilitation of activities.
- Manage logistics for the delivery of IDX programs and events including efficient travel, catering, ticketing and registration.
- Foster and develop the Flint Community relationships including technology partners in the pre-engagement and post-engagement phase.



	<ul style="list-style-type: none"> Manage IDX financials including budget planning, compliance, monthly & quarterly management reporting, contractor management and payments, acquittal and reports. Source, compose and submit relevant grant, tender and project proposals with a focus on viable enterprise outcomes. Perform any other duties as reasonably directed by NCIE.
Management	<ul style="list-style-type: none"> Champion best practice sharing with team members and stakeholders. Ensure that clear goals and expectations are established, tracked, monitored and communicated. Monitor and report on market research/ trends to contribute to the business strategy. Foster and demonstrate a culture of continuous improvement.
People	<ul style="list-style-type: none"> Coach, mentor and develop employees. Identify skill gaps and development opportunities. Provide open, honest and timely communication. Establish a performance culture and leading by example ensuring that there is a culture of teamwork and cooperation between members of the team and the broader organisation.
Key Internal & External Relationships	<ul style="list-style-type: none"> Build effective working relationships with internal and external stakeholders, including the parent company and consistently fosters supportive relationships between staff members and students, among the students themselves, and between the staff members Be proactive and flexible in working across various areas of the business using skills and knowledge where needed. Actively promote NCIE programs and initiatives to clients, partners and co-investors. Develop and deliver networking activities by establishing strategic relationships with key stakeholder and partner organisations including Indigenous corporations, Government agencies, NGO's and the private sector to partner. Ensure a collaborative, cohesive and functional team work environment. Work closely with other team members to achieve outcomes with a high standard of quality training and program delivery.
NCIE's Core Values	<ul style="list-style-type: none"> Consistently acts in accordance with the NCIE's values, challenges practices inconsistent with these values and use values as a basis managing relationships and decision making.
Employee WHS	<ul style="list-style-type: none"> Models healthy and safe behaviour and ensures personal health and safety at work. Not adversely affecting the health and safety of other workers or persons. Proactively detecting and reporting hazards, then reporting them to the line manager to ensure timely and proper control. Comply with all reasonable instructions, policies and procedures and safely using equipment. Reporting any incidents (near misses/injury/illnesses).
Risk Management	<ul style="list-style-type: none"> Actively participate in risk assessment reviews and contribute to and adhere to policy and operating procedures developed to manage workplace risks. Assists with developing, implementing and managing a consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk.
NCIE Policies and Procedures	<ul style="list-style-type: none"> Contribute to the development, compliance, maintenance, training and application of NCIE policies and procedures.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:



- High level ability to initiate, plan and organise projects and work programs with a demonstrated ability to manage conflicting priorities, meet deadlines and commitments, and identify acceptable costs and outcomes.
- High level ability to manage the operations of a small team to coordinate, design, implement and monitor strategic projects and deliver high quality service within agreed standards.
- Highly developed communication skills to effectively facilitate and negotiate significant outcomes with a wide range of people, including the ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Experience in developing and maintaining effective networks, alliances and relationships with Aboriginal and Torres Strait Islander individuals, families, communities and organisations.
- High level ability to create and maintain an expectation of trust and confidentiality and the ability to display sound judgement in regard to highly sensitive and/or volatile issues.
- Highly developed research, analysis and report writing skills to effectively inform, advise and present recommendations in regards to critical issues.
- Highly developed and applied computing skills, particularly the ability to utilise the Microsoft Office suite of applications in a MS Windows environment.

The following are desirable:

- Political acumen, political sensitivity and confidentiality.

Practical Requirements

The preferred candidate will be engaged on a fixed term contract (based on funding).

Work outside of the normal hours of duty may be required.

Regular travel will be required to remote locations across the country for up to one week at a time including weekends.

Employment will be subject to a National Police Clearance and the ability to get a NSW Working with Children Check clearance is essential.

Possession of a valid driver's licence is essential.

Appointment to this position of a person not currently an employee of NCIE will be subject to a probationary period of 6 months.



Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.