



HELEN BISHOP

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Current: NT Driver's License C and R

EXPERIENCE

One Pacific Dispute Resolution

ABORIGINAL MEDIATOR / TRAINER / ASSESSOR (NT/WA)

CONTRACTURAL FROM

2016 – ONGOING CONTRACTS

Provide nationally accredited Conflict Resolution training to develop mediation skills, knowledge, ethics and establishing safe conflict management environments and practice.

Apply training to skill development customised for workplace, home and community scenarios.

Assess participants dispute resolution practice and process to National Standards.

Mentor and coach participants across the training environment and prepare for assessment.

Assess major projects and write reports, Tennant Creek Peace Project, Ali Curung Peace and Mediation Project.

Batchelor Institute

SENIOR LECTURER – C - 2012 - 2015

Manage academic program delivery VET sector.

Manage and coordinate delivery of courses, validation and moderation of delivery & assessment.

Maintain student academic records and workbooks.

Foster effective relationship with First Nation community members, students and agencies.

Engage First Nation communities and program agencies to facilitate and identify training needs.

Negotiate with First Nation agencies and people effective programming and training.

Manage of quality assurance processes including AQTF for course development and delivery.

Supervision of staff and management of staff performance and training needs.

Manage program budgets.

Enable helpful liaison between First Nations, professional organizations, NT Government and Faculty.

EXPERIENCE - CONTINUED

Curtin University

UNIT COORDINATOR – 2010 - 2011

Research, develop and write curriculum for Unit Indigenous Australian Land and Environments & Indigenous Australians in 21st Century

Supervision and marking graduate cohort

Manage external teaching mode, reverse block teaching and coaching

Internal lecturers and tutorial supervision, academic development

Coordinate units of study

Mark, assess and grade against marking matrix / electronic grading and assessment

Manage online teaching and tutoring, upload reading materials

Management of teaching materials and programs under Australian Universities Online

Prepare and deliver on Units Introduction to Indigenous Australians, Community and Environmental Health

Research, review and update reference and reading materials

Plan for and invite Sessional and Guest Lecturers

Review all course work materials, marking guide and matrix

North Australian Aboriginal Justice Agency (NAAJA)

CROSS CULTURAL MEDIATOR – (1 year contract 2010 - LWP from Curtin University)

Report detailing internal dispute resolution (DR) and conflict management capacities in 1 Pilot comment might develop

Enhance and support DR knowledge, practice and skills within one First Nation community to equip facilitators to effectively support DR and conflict management

Work with First Nations practitioners and ensure that Family DR is culturally effective and accessible

Enhance and work with Family DR service providers to ensure practice is culturally effective and accessible to ATSI people

Develop training materials embedding culturally sound practices to support Kinship systems and its practitioners

Build relationships with First Nation community members across the full spectrum of the project. Gain measurable participation and inclusion to demonstrate community engagement and access

EXPERIENCE - CONTINUED

Curtin University – 2003 – 2009

LECTURER B

Manage 2nd year stream of Applied Science Degree course Indigenous Community Development & Management Practice, (ICD&MP)

Lecture across the ICD&MP Associate and Degree Courses

Plan, organize and facilitate course Workshops

Develop learning tools to enhance student performance

Prepare sessions and deliver lectures

Develop strategies to plan for advanced workload

Mark and assess competencies ICD&MP

Support, coach & nurture student development of knowledge and skills in locations around Australia

Review, research and develop curriculum

Collaborate & plan with cohort, employers reverse block visits including TA and flight bookings

Engage with & support effective practice tools: develop strong relationships with stakeholders, employers, students and their respective communities

Provide tutorial assistance

Western Australia - Department of Justice – 1999 – 2004

STATE MANAGER – Aboriginal Alternative Dispute Resolution Service, (AADRS)

Research & develop policies, procedure and practice process for AADRS

Establish cooperative relationships with internal stakeholders, e.g., Information technology dept

Design & establish process tools and hardcopy files to manually monitor & report against

Design, collaborate & establish tools to support IT database case management system with reporting capabilities & conferencing booking and assessment tools

Design & develop information packages suitable for various First Nation communities across WA

Establish risk management tools to enable client and staff safety

Develop mediation dispute resolution & conflict management training package & assessment tools

Create pool of qualified Sessional Mediators and Facilitators

Develop conferencing tools & resources

Report to Director Indigenous Policy Directorate Services

EXPERIENCE - CONTINUED

Western Australian - Department of Aboriginal Affairs – 1997 - 1999

TEAM LEADER – Kununurra North-East Kimberley Region, (NEKR)

Supervision staff movements, workload/projects and training needs

Manage Aboriginal Land Trust areas in the NEKR

Monitor resources to support Community Night Patrols

Acquit grants pertinent to Night Patrols

Engage & participate with stakeholders as a member of State Emergency Services NEKR

Co-ordinate & support the Commission of Elders NEKR

Support & coordinate Secretariat services for Aboriginal Justice Group NEKR

Collaborate with & support the development of the Aboriginal Reference Group NEKR

Create Housing opportunities and discussions for future NEKR Aboriginal Land Trusts

Represent Aboriginal Affairs Dept on Community Demonstration projects e.g., Oombulgurri

Implement administrative legislative mechanisms in business concerning Aboriginal Affairs Dept.

National Native Title Tribunal – Perth Office

CASE MANAGER 1995 – 1997 & MEMBERS' RESEARCH ASSISTANT – 1994 -1995

Liaise with Anthropology department research and analysis in social mapping claimants

Case Manage North-East Goldfields Native Title Claimant information & engagement

Case file management of North-East Goldfields land claims

Coordination of section 72 Plenary Conferences

Data input and management

Administrative data massage for multiparty tenements existing across the North-East Goldfields

Manage administrative tasks associated to s.72 Plenary Conferences and Future Act regime

Undertake registration test analysis prior to accepting claim

Social mapping and environmental scanning, and

Liaison with Geospatial Unit & Future Act regime, Native Title Act 1994

EDUCATION

2020 Professional Certificate Indigenous Research & Leadership – University of Melbourne

2009 Scholarship: Diplomacy Training Program Indigenous Peoples Human Rights and Advocacy – University of New South Wales & Batchelor Institute of Indigenous Tertiary Education and Fred Hollows Foundation.

2009 Master of Conflict Resolution – La Trobe University

2005 Graduate Certificate Conflict Resolution, Charles Sturt University, transferred to La Trobe University.

2004 Master of Human Rights Practice – completed 2 units of study – Curtin University and transferred to Charles Sturt University.

1995 Bachelor of Art Aboriginal Studies, University of South Australia

AWARDS AND ACKNOWLEDGEMENTS

- Global Cyber Peace Conference – Certificate of Appreciation for contributions to Indigenous Insights into Peacebuilding’ JUNE 2020 – Rotary Peace Fellowship Alumni Association
- Australian ADR Awards Winner - Aboriginal & Torres Strait Islander Mediator of the Year Award 2019
- Appointed Member of Women Mediators of the Commonwealth 2019
- Appointed Director Mediation Standards Board 2019-2020
- Appointed by the National Mediation Committee to the Design Committee for National Mediation Conference 2019 – 2021.
- Keynote Speaker: Alternative Dispute Resolution in Indigenous Communities (ADRIC) Symposium 27 July 2015, Melbourne, Victoria.

PROFESSIONAL DEVELOPMENT & WORKPLACE TRAINING REQUIREMENTS

WA Working with Children Check – Expiry date 19/04/2024

Gender Responsive & Inclusive Mediation – December 2020 – ICAN - WMC

NT Working with Children – Expiry date 20/10/2022

NT White Card – Completing Certificate 1 - CPCCWHS1001 - Prepare to work safely in the construction industry 2019

Certificate IV - Training and Assessment - 2013

