

MISHELLE BURTON

BA

SENIOR ADVISOR

Mishelle has extensive qualifications and experience as a senior Training Advisor and Assessor. She has worked with both corporate and Government clients.

Mishelle specialises in Indigenous and Cultural Awareness and provides advice across all areas of business, health, and community services.

CAREER SUMMARY

- Training Advisor – Sustainability, Perth 2010-2011
- Senior Training Consultant - Joondalup Police Academy Perth 2009 - 2010
- Aboriginal Policy & Program Officer, Dept for Child Protection Perth 2008 - 2009
- Learning and Development Officer, Dept Child Protection Perth 2007 - 2008
- Aboriginal Education Coordinator, Dept Education Joondalup, Perth 2006 - 2007
- Indigenous Development and Training Coordinator, Joondalup TAFE , Perth 2005 - 2006
- Employment and Training Consultant / Workplace Assessor AMA Perth 2001 - 2002

EDUCATION

- TAE 40110 Certificate IV Workplace Training and Assessment
- Graduate Certificate in Career Education / Development, Edith Cowan University
- Bachelor of Arts – Education Edith Cowan University

CORE SKILLS AND EXPERTISE

Mishelle is capable of operating as a senior training advisor. She is able to develop and implement organisational training programs including:

- Conducting training needs analysis.
- Managing and maintaining training and competency assessment systems for operational training efficiency.
- Mentoring, facilitation and coaching.
- Providing advice and leading organisational AQTF compliance.

- Developing and delivering training plans, curriculum and materials. This includes Recognised Prior Learning programs.
- Conducting competency assessment.
- Project management skills covering scope definition, scheduling and timing, cost monitoring, quality control, risk management and communication.
- Proven team leadership skills.
- Ability to influence and engage stakeholders to achieve business outcomes.

SPECIALIST CONSULTING – INDIGENOUS AND CULTURAL AWARENESS

Mishelle is an Aboriginal Murri woman who originates from Queensland and also has Torres Strait Islander heritage. She is active within the Aboriginal community and possesses an extensive Aboriginal and non Aboriginal professional network throughout Western Australia. She lives within the Aboriginal community and has strong family connections with the Kimberly region, the Dampier Peninsula and to the Noongar community.

Mishelle specialises in training concerned with working with Aboriginal people. This also covers a broad focus on cultural awareness and competence, including:

- Develop and implement organisational HR programs to ensure Aboriginal employee attraction, employment, training, and retention.
- Aboriginal cultural awareness and cultural competence training.
- Understanding of Indigenous culture, lore and environment.
- Application of relevant cultural expertise to anticipate problems and proactively resolve issues with staff and management.
- Advocacy and mediation skills to sensitively diffuse and resolve cross cultural misunderstandings.
- Mentoring and support for Indigenous employees.



SUSTAINABILITY
FUTURE GROWTH

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NORTH BEACH WA 6920 Australia

MISHELLE BURTON

PROFESSIONAL EXPERIENCE

- Contracted to develop, implement, deliver and assess Child Development Training at the Police Academy for the West Australian Police Force on four successive occasions.
- State policy development and workplace practice guidelines on Aboriginal Cultural Care Planning for the WA Department of Child Protection.
- Coordinated and project managed a 3 week training program for the Department of Child Protection Aboriginal staff. This involved conducting a training needs analysis; coordination and negotiation with key stakeholders; managing project timelines and budgetary requirements, development, delivery and assessment of customised training plans and materials.
- Development and delivery of Cross Cultural Training between the Aboriginal and Sudanese Community in the Perth northern suburbs, to assist with resolution of cultural differences and misunderstandings.
- Supported strategic direction through consultation, research, analysis, synthesis and compilation of information, identifying relationships between factors and recommended evidenced based action, to inform decision makers in relation to Aboriginal Cross cultural awareness and Cultural competence training.
- Development, implementation, delivery and assessment of Aboriginal Cross Cultural and Cultural Competence Training and assessment
- Aboriginal workforce attraction, employment, development and retention programs.
- Funding procurement to assist with development of Aboriginal programs and employment of Aboriginal staff.
- Development and implementation of competency development and assessment systems aligned to the ATQF framework.



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