

# COMMUNITY DEVELOPMENT OFFICER - ABORIGINAL LIAISON

<b>POSITION NO:</b>	2209
<b>CLASSIFICATION:</b>	Band 5
<b>OCCUPANT:</b>	Vacant
<b>DATE:</b>	November 2024

## POSITION CONTEXT & OBJECTIVE(S):

This is an identified role only open to Aboriginal and Torres Strait Islander applicants. The filling of this position is intended to constitute equal opportunity measures under section 8(1) of the Racial Discrimination Act 1975 (Cth), and Section 12 of the Equal Opportunity Act 2010 (Vic) and Section 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic). This position is responsible to build and strengthen the relationship between Council and Aboriginal and Torres Strait Islander organisations and communities to inform best practice planning, policy and program responses across Council.

Warrnambool City Council is committed to Reconciliation and has commenced this journey through the development of the first stage of its Reconciliation Action Plan (RAP). Reporting to the Manager Strategic Community Planning and Policy, the Aboriginal Liaison Officer will play a key role in the implementation of Council's RAP that recognises and respects Australia's First Peoples and their connection to the land, waterways, culture and community. The Aboriginal Liaison Officer will work with internal and external stakeholders to develop and implement a range of initiatives designed to strengthen connections to this place, raise awareness of Aboriginal and Torres Strait Island culture and knowledge, and support the improvement of community health and wellbeing. The role will also work across Council to influence internal processes to embed best practice in relation to First People's themes across the organisation.

The purpose of the role is:

- To assist Council to embed a strategic and coordinated approach to working with Traditional Owners and Aboriginal and Torres Strait people across the organisation.
- To facilitate the implementation of Council's Reconciliation Action Plan (RAP) and facilitate the redevelopment and implementation of subsequent RAPs in collaboration with the RAP Working Group.
- To build the organisation's capacity and knowledge of cultural heritage issues and protocols.
- To support the Recognised Aboriginal Parties (RAPs) and place based networks.

## KEY RESPONSIBILITIES AND DUTIES:

- Assist in the education of Council staff in regards to sharing opportunities that promote cultural awareness, inclusive services, practices and facilities.
- Provide all Council departments and staff with relevant information and support regarding Aboriginal and Torres Strait Islander People's protocols, support and promoting projects that strengthen relationships and provide opportunities for Aboriginal and Torres Strait Islander peoples within the organisation.
- Provide written reports to Reconciliation Australia and Council, providing presentations as required.
- Maintain awareness of all legislation, guidelines and best practice in regards to Aboriginal and Torres Strait Islander Peoples, establishing links with the UN Declaration on the Rights of Indigenous Peoples, The Victorian Charter of Human Rights and Responsibilities Act 2006, Reconciliation Australia and any other relevant organisations.
- Liaise with Reconciliation Australia to ensure Council continues to work towards reconciliation.

OUR ORGANISATIONAL VALUES  
WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING

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- Represent Council and contribute to discussions on relevant networks and appropriate meetings and activities.
- Coordinate the Reconciliation Action Plan Working Group and meetings and work in partnership to progress the Action Plan.
- Establish and maintain, on behalf of Council, ongoing partnerships with Aboriginal and Torres Strait Islander Peoples, communities and organisations.
- Maintain awareness of local and emerging issues and competing priorities and provide updates to Manager Strategic Community Planning and Policy.
- Assist Aboriginal and Torres Strait Islander Peoples in the facilitation of local initiatives; volunteering, tourism, the arts, education and employment that are within the scope of the Warrnambool City Council Reconciliation Action Plan.
- Provide support and culturally appropriate advice to support Council departments and contribute to the achievement of Council's vision and objectives.

## KEY SELECTION CRITERIA:

- Demonstrated ability to build and strengthen relationships with Aboriginal and Torres Strait Islander Peoples, communities and organisations.
- Experience working with organisations to improve their cultural practices, through a range of strategies that promote a culturally safe and inclusive workplace.
- Qualifications or relevant experience in social policy, community development or related discipline.
- Demonstrated ability to work in partnership with diverse stakeholders in local communities to implement action plans, review, report and evaluation, adhering to timelines and budget requirements.
- Excellent communication and facilitation skills
- Current Victorian Drivers Licence, Type "Car"

## GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

YES

The incumbent must have and maintain a current Working with Children Check:

YES

## ORGANISATIONAL RELATIONSHIPS:

<b>Reports to:</b>	Manager Strategic Community Planning & Policy
<b>Supervises:</b>	Nil
<b>Internal Contacts:</b>	Other Council Staff
<b>External Contacts:</b>	Registered Aboriginal Parties, Aboriginal Community Controlled Organisations, Aboriginal Health Services, Other agencies, suppliers, community groups, volunteers and the general public.

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## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Vary project delivery within the objectives included in the approved budget
- Represent Council as required in different forums and contribute to discussions on relevant networks and appropriate meetings and activities
- Developing, coordinating and implementing the Reconciliation Action Plan and associated projects and initiatives.
- Ensuring reporting and operational deadlines are achieved.
- Effectively developing and implementing relevant projects and priorities

## JUDGEMENT AND DECISION MAKING:

- Interpretation, assessment and advice relating to all aspects of Reconciliation
- Methods and procedures utilised for quality improvement

## SPECIALIST KNOWLEDGE AND SKILLS:

- Strong cultural knowledge and connections with local Aboriginal and Torres Strait Islander People's communities.
- Demonstrated understanding and commitment to reconciliation and social justice.
- Skilled and adaptable communicator.
- Demonstrated skills in Community development, engagement, consultation and evaluation.
- Sound relationship management skills with demonstrated ability to develop and maintain strong working partnerships.
- Demonstrated ability to work flexibly and adaptively to manage competing priorities.
- Excellent communication and facilitation skills.

## MANAGEMENT SKILLS:

- Demonstrated ability to organise and plan work priorities.
- Ability to set, monitor and achieve work related targets to deliver the required outcomes of the position.
- Manage the delivery of the Reconciliation Action Plan whilst ensuring compliance with Council policies and relevant legislation.
- Achieve continuous improvement in performance and productivity.
- Demonstrated ability to work offsite.
- Ability to make informed decisions in a timely manner with minimal supervision.

## INTERPERSONAL SKILLS:

- Excellent communication skills, both oral and written and well-developed customer service skills.
- Proven ability to liaise with external agencies and organisations and provide advice in relation to Aboriginal and Torres Strait Islander Peoples and communities.
- Ability to work cooperatively with all other team members and broadly within the organisation.

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## QUALIFICATIONS AND EXPERIENCE:

- Significant experience in community or cultural development, organisational development or project management.
- A strong knowledge of the Warrnambool and Barwon South West area and histories of Aboriginal and Torres Strait Islander Peoples.
- Demonstrated ability to develop and maintain positive and respectful relationships.
- Experience in researching and preparing reports to inform future Reconciliation Action Plans.
- Demonstrated experience working with Aboriginal and Torres Strait Islander communities.
- Extensive experience in facilitating community and stakeholder activities and projects.
- Familiarity, understanding and application of computer programs
- Current Victorian Drivers Licence, Type "Car"

## TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with Warrnambool City Councils Enterprise Agreement.

## AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	