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# CANDIDATE INFORMATION KIT

## **INDIGENOUS (BAMA) PARTNERSHIPS OFFICER**

**Job Reference: CSC37**



Applications close 11pm Wednesday 8 May 2024.



*Are you passionate about fostering strong and enduring relationships that cultivate an understanding of Indigenous culture?*

Thank you for your interest in applying for the Indigenous (Bama) Partnerships Officer role with Cook Shire Council.

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

To perform this role it is essential that the person is an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the *Anti-Discrimination Act 1991* (Qld).

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## HOW TO APPLY

Prepare a letter and up to date resume/curriculum vitae. Tell us why you would like to be considered for this role and send it to us!

It would be appreciated if you answer these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ What values would you bring with you into the workplace?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: [work@cook.qld.gov.au](mailto:work@cook.qld.gov.au)

Online: [www.cook.qld.gov.au/work](http://www.cook.qld.gov.au/work)

## PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

## SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE: CSC37	
Position:	Indigenous (Bama) Partnerships Officer
Location:	Based at Main Administration Office, 10 Furneaux Street, Cooktown
Tenure:	Full time.
Remuneration:	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 Level 6.1
Leave Entitlements:	5 weeks annual leave 15 days personal leave 1 Rostered Day Off every 4 weeks
Superannuation:	Up to 12% Superannuation contributions

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## POSITION DESCRIPTION

<b>Position Title</b>	Indigenous (Bama) Partnerships Officer
<b>Division</b>	Community, Economy and Innovation
<b>Location</b>	Council's Main Administration Office, 10 Furneaux Street, Cooktown
<b>Award/Classification</b>	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 – Level 6

### 1 POSITION OBJECTIVES

The role seeks to build strong and enduring relationships that bring an understanding of Indigenous issues, concerns, music, art, stories, traditional lore, beliefs and customs to Cook Shire Council. The role will provide expert advice regarding Indigenous engagement and meaningful Indigenous input into all Council activities. It will work with Traditional Owners to implement initiatives supporting cultural preservation and self-determination.

### 2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

#### **Implementation and Coordination of Reconciliation Action Plan (RAP) Initiatives:**

- Foster and uphold a culture centred around accountability and performance management, which includes overseeing the progress of initiatives outlined in the RAP.
- Coordinate the implementation of approved RAP initiatives, including participation of the RAP Working Group's external events.
- Track and report progress of RAP implementation activities, and coordinate reporting requirements to Reconciliation Australia.
- Effectively lead the implementation and delivery of local programs and projects in a cost-effective and timely manner, ensuring outcomes align with Council's Corporate and Operational Plans.

#### **Cultural Awareness Training and Resource Development:**

- Assess Council's Cultural Awareness needs and develop resources to address gaps.
- Develop and implement Cultural Awareness information, tools, resources and training to the Mayor, Councillors, staff and external agencies aimed at increasing understanding of cultural traditions within the various communities across the Cook Shire region.
- Implementation of periodic Cultural Awareness training or Cultural Immersion opportunities to staff on an ongoing basis to foster a culture of understanding and inclusivity.
- Support Council work teams to ensure cultural protocols are observed during work activities.

#### **Engagement with Indigenous Communities and Stakeholders:**

- Coordinate and manage efforts to heighten awareness of cultural norms, ensuring all employees are treated with courtesy and respect while fostering appreciation for cultural differences.
- Prepare an Indigenous Engagement Plan, identifying opportunities for partnerships and collaboration.
- Support Council in the negotiation of agreements with Indigenous Corporations and traditional owner groups across the region to support their growth, development and achievement of socio-economic goals.

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- Foster positive partnerships with external agencies and community organisations based in Cook Shire and the broader Cape and Torres region, as well as State and Commonwealth agencies.
- Work with internal stakeholders to forge improved Indigenous engagement and participation in Council programs

### **Cultural Advisory Activities and Initiatives:**

- Maintain a sound knowledge of emerging community issues and actively collaborate with Council staff and other partners to address them effectively.
- Prepare complex strategic advice, submissions and briefing papers as they relate to policy, program issues and the service delivery requirements of the Position.
- Oversee, monitor and manage relevant projects and activities as required.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

## **3 POSITION REQUIREMENTS**

### **3.1 Genuine Occupational Requirement**

- To perform this role it is essential that the person is an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the *Anti-Discrimination Act 1991* (Qld).

### **3.2 Qualifications, Experience, Licences, Skills and Knowledge**

- Demonstrated experience working in Indigenous communities and an understanding of the historical and contemporary issues that impact Aboriginal and Torres Strait Islander people and communities, particularly in Cape York.
- Demonstrated ability to build lasting and productive relationships with Indigenous communities and a range of stakeholders across all levels of government.
- Empathy and cultural awareness, including an ability to communicate well with, relate to and see issues from the perspective of people from a diverse range of cultures and backgrounds.
- Highly developed communication skills to ensure a professional, positive, flexible and empathetic approach to problem solving.
- Proven organisational skills and ability to work independently with minimal supervision.
- Excellent computer skills, in particular the Microsoft Office suite – Word, PowerPoint, Publisher, Outlook, Excel and Project.
- Current Working with Children Blue Card.
- Current Class 'C' drivers licence.

### **3.3 Interpersonal Skills**

- Well-developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work both independently with minimal supervision and within a team.
- Demonstrates initiative and a proactive and self-motivated approach.

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### 3.4 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

### 3.5 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
- Provision of high level of customer service satisfaction and quality of service to internal and external customers.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- Be impartial in all Council activities undertaken in this role.
- Not engage in other employment or contact work that may result in a direct or indirect conflict of interest with Council.
- Promote and maintain a positive, professional image for Council activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Conduct all business transactions in an ethical, friendly, efficient and professional manner.
- Contribute toward the efficient and effective operation of Council's Growth and Liveability division and Council's overall operations.

### 3.6 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Follow procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintain a safe and healthy work environment.
- Perform duties in a safe manner, respecting all workplace health and safety laws and policies.
- Use manual handling aids provided by Council to minimise hazardous manual task risks.
- Carry out hazardous manual tasks in accordance with any information, instruction and training provided.
- Ensure correct use and maintenance of all personal protective clothing and equipment supplied by Council.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Report and assist with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
- Attend any toolbox talks or specific training supplied by Cook Shire Council.
- Work in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your supervisor.

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**4 ORGANISATIONAL AND REPORTING RELATIONSHIPS**

- Reports to Council's Communications and Engagement Manager.
- Liaises with Council officers, community members and organisations, neighbouring Councils and other Government and non-Government organisations.

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**INFORMATION ABOUT COOK SHIRE**

Cook Shire is the largest land area Shire in Queensland covering 106,000km<sup>2</sup> and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

**Weather**

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

**Services**

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	PCYC Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club



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## Getting here

<b>FLY</b>	45 minute flight to Cooktown from Cairns
<b>DRIVE</b>	4 hour drive on inland sealed road from Cairns (self-drive or bus)
<b>CRUISE</b>	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website [www.cooktownandcapeyork.com](http://www.cooktownandcapeyork.com).

## Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

## Information

For further information about our Council and Shire please visit Council's website [www.cook.qld.gov.au](http://www.cook.qld.gov.au).

## Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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