

## POSITION DESCRIPTION

<b>Position Title:</b>	Aboriginal Liaison Officer	<b>Position Code:</b>	ALO
<b>Division:</b>	Liveability	<b>Grade:</b>	F
<b>Location:</b>	Dubbo	<b>Hours/Week:</b>	35
<b>Reports To:</b>	Manager Community Services		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Aboriginal Liaison Officer is responsible for the development of effective and strong links, communications and networks within the local Aboriginal communities in the Local Government area of Dubbo Regional Council and State and Federal Government Agencies. The position is primarily one of communication and liaison with the Aboriginal communities within the Local Government Area.

The position will also help develop capacity in the Aboriginal community through participation in activities, referral advice and engaging in planning activities within the community.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Promote and engage in consultation and involvement in decision making processes in the local community to ensure ongoing capacity development.	<ul style="list-style-type: none"> <li>• Ensure activity planning and delivery, including consultation with: <ul style="list-style-type: none"> <li>- Dubbo Regional Council's Aboriginal communities</li> <li>- Dubbo Aboriginal Community Working Party</li> <li>- Wellington Local Aboriginal Lands Council</li> <li>- Koori Interagency</li> <li>- Government and non-government organisations</li> <li>- Dubbo Youth Council</li> </ul> </li> </ul>
Undertake the necessary processes to ensure the effective and efficient delivery and promotion of services to Aboriginal people, particularly young people.	<ul style="list-style-type: none"> <li>• Ensure information sharing mediums are well maintained, up to date, accessible and user friendly.</li> <li>• Have regular contact with Aboriginal people so that assistance can be provided.</li> <li>• Ensure contemporary understanding of issues affecting Aboriginal young people so that programs can be tailored and delivered to these young people.</li> </ul>
Have up-to-date knowledge of local and broader issues relevant to the Aboriginal community and work collaboratively with Aboriginal people, agencies, government and the community to address these issues.	<ul style="list-style-type: none"> <li>• Have regular contact with organisations working with Aboriginal people to maintain knowledge of current legislative, regulatory requirements, issues and trends.</li> <li>• Ensure community networks are well maintained so that policy advice and issues are provided to agencies, including Dubbo Regional Council</li> </ul>

### Inherent Requirements of the position

- This position is required to work both indoors and outdoors, thus a reasonable level of fitness and good manual handling techniques are inherent requirements of the role.
- Over 18 years of age
- Working with Children Check
- Class C Drivers Licence
- Membership of the EEO Committee

### Selection Criteria

#### Essential

**This is an 'identified' position and 'Aboriginality' is a requirement for the position**

1. Familiarity with and experience with the culture, traditions, history of local Aboriginal communities.
2. Capacity to work with communities, build relationships across agencies to facilitate the provision of services to communities.
3. Proven skills in translating community needs to organisations and converting those ideas into strategies and programs.
4. Proven experience working with Aboriginal people, communities and service providers.
5. Experience in research skills and report writing skills.
6. High quality interpersonal, consultation and communication skills.
7. Good computer skills, including Microsoft Word.

#### Desirable

8. Relevant tertiary qualifications in social / community development, social research or a similar field/s.

### Organisation Wide Accountabilities

#### Corporate Values

#### Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
  - Be Curious, Courageous And Committed
- **Sustainable**
  - Balanced Approach To Growth & Opportunity
- **One Team**
  - Working Together
- **Integrity**
  - Accountable For Our Actions

Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: