

## **SOUTHERN GRAMPIANS SHIRE COUNCIL**

### **POSITION DESCRIPTION**

#### **Position Details**

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Title:	First Nations Community Engagement Officer
Classification:	Band 5
Position Number:	020.5
Business Unit:	Communication and Engagement
Directorate:	Office of the Chief Executive Officer
Reports to:	Senior Community Development Coordinator

#### **Our vision and values**

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##### **Vision**

Southern Grampians is a growing inclusive and connected community that fosters sustainability, diversity, and innovation

##### **Values**

Innovative – we will be open to new ideas, will welcome creativity and embrace change

Respectful – we will be caring, accept differences and value diversity

Collaborative – together we will work smarter to achieve agreed common goals

Trusting – we will be open, honest, and brave

Empowering – we will delegate opportunities and develop and inspire success.

##### **Child Safety**

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

## Position Summary

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This is an identified role only open to Aboriginal and Torres Strait Islander applicants

This position will work with Council officers and the wider community to develop, deliver, monitor, and report on the Reconciliation Action Plan

The First Nations Community Engagement Officer will draw on, develop, and maintain relationships with Southern Grampians Traditional Owner groups to achieve the following goals:

- Improved understanding of Aboriginal cultural heritage and Traditional Owner aspirations within the Shire
- Development of effective Traditional Owner engagement and partnership processes, based on a set of agreed principles
- Traditional Owner voices feature in Council planning and on-ground delivery, and are supporting Aboriginal self-determination

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)

## Key Responsibilities

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- Development and delivery of Councils Reconciliation Action Plan, including the development of strategies, policies and initiatives that address needs of the Aboriginal and Torres Strait Islander Community
- Assist the organisation in the delivery of programs and cultural awareness training for staff and Councillors which improve understanding and support Councils commitment to Aboriginal and Torres Strait Islander community
- Understand the challenges and strengths that exist within the local Aboriginal and Torres Strait Islander communities and act as Council's referral point for dissemination of information and advice relating to Aboriginal and Torres Strait Islander issues
- Assist with and provide advice on engagement with the Aboriginal and Torres Strait Islander community
- Help to coordinate special events and celebrations as relevant to the Aboriginal and Torres Strait Islander community including NAIDOC and Reconciliation Weeks
- Provide meaningful opportunities for Aboriginal and Torres Strait Islander people to contribute to and engage in community development programs and projects
- Assist in the education of Council staff in regard to sharing opportunities that promote cultural awareness, inclusive services, practices, and facilities
- Liaise with Reconciliation Australia to ensure Council continues to work towards reconciliation
- Represent Council and contribute to discussions with relevant networks and appropriate meetings and activities

### **Extent of Authority**

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- Commit to and adhere with Child Safety standards and Council's requirements
- Represent Council as required in different forums and contribute to discussions on relevant networks and appropriate meetings and activities
- Development, coordinating and implementing the Reconciliation Action Plan and associated projects and initiatives
- Ensuring reporting and operational deadlines are achieved

### **Judgement and Decision Making**

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- Interpretation, assessment, and advice relating to all aspects of Reconciliation
- Participate in the planning and development of community initiatives through information gathering and research
- Exercise sound judgement through setting realistic meeting outcomes with community groups
- Initiate procedures and discussion to solve problems and lead the organisation in its Reconciliation journey

### **Specialist Skills and Knowledge**

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- 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

### **Management Skills**

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- 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
- Will comply with systems and policies to ensure a safe work environment by:

- Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
- Contribute to OHS consultation processes
- Prompt reporting of hazards and incidents

### **Inter-personal skills**

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- 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

### **Compliance with Legislation and Policies**

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- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
  - Southern Grampians Shire Council Policies and Procedures
  - Southern Grampians Shire Council Staff Code of Conduct
  - Privacy and Data Protection Act 2014 (Vic)
  - Equal Opportunity Act 2010 (Vic)
  - Occupational Health and Safety Act 2004 (Vic)
  - Government/Industry Codes of Conduct
  - The Southern Grampians Shire Council Enterprise Agreement
  - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
  - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

### **Qualifications and Experience**

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- Tertiary qualifications in First Nations Studies, Community Development or Social Science or experience in a similar role
- Experience and knowledge of Aboriginal and Torres Strait Islander Culture in Southern Grampians region
- Being of Aboriginal and or Torres Strait Islander background
- Ability and willingness to apply for and pass a Police Check and Working with Children Check
- Current Driver's License

### Key Selection Criteria

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The employee will demonstrate the following:

- 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, and report, adhering to timelines and budget requirements
- Excellent communication and facilitation skills

### Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_