

POSITION DESCRIPTION	
<b>Title:</b>	<b>Aboriginal Community Liaison Officer</b>
<b>Group:</b>	<b>Community Connections</b>
<b>Reports to:</b>	<b>Manager Community Life</b>
<b>Grade:</b>	<b>17</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>75208</b>
<b>Pre-placement Medical:</b>	<b>Low Risk – Not required</b>
<b>National Criminal Record Check:</b>	<b>Required</b>
<b>WCCC Check:</b>	<b>No</b>
<b>Date Developed:</b>	<b>October 2018</b>
Position Purpose	
To work strategically with Community, Councillors, Council and Customers to achieve social justice outcomes for the local Aboriginal and Torres Strait Islander communities and to strive for Reconciliation.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Being of Aboriginal and or Torres Strait Islander background.</li> <li>• Tertiary qualifications in Aboriginal Studies, Community Development or Social Science or extensive experience in a similar role.</li> <li>• Demonstrated understanding of issues faced by Aboriginal and Torres Strait Islander communities and an ability to advocate for social justice outcomes for the communities you represent.</li> <li>• Demonstrated ability to critically analyse, inform and develop strategic plans and policies that seek to improve outcomes for the Aboriginal and Torres Strait Islander communities.</li> <li>• Demonstrated ability to build positive and effective working relationships with the local Aboriginal and Torres Strait Islander communities and other stakeholders and an ability to facilitate positive and effective community engagement between those groups.</li> <li>• Demonstrated experience with coordinating, managing and evaluating a range of community based programs and events.</li> </ul>	

- Experience in using a quality management system or other business improvement initiatives.
- Demonstrated well developed interpersonal and communication skills, including the ability to share, deliver and promote awareness of Aboriginal and Torres Strait Islander cultural needs.
- Demonstrated experience in applying for and managing grants, budgets, sponsorship and partnerships.
- A high level of proficiency in Microsoft Office and experience using web based programs as a tool to promote community initiatives.
- Demonstrated ability to apply EEO, WH&S and ethical practice principles and to act with probity at all times.
- Ability and willingness to apply for and pass a National Criminal Record Check.
- Current Class C Driver's License.

**Desirable:**

- Relevant Local Government experience.
- Active and effective links to Aboriginal groups within the area.

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Also, Council staff are governed by a set of Core Values that help to guide staff behaviours. Those Core Values are Collaboration, Accountability, Integrity, Respect and Sustainability. All Council staff are expected to behave in ways that align with those Core Values.

**Contribute to improved social justice outcomes for the local Aboriginal and Torres Strait Islander communities:**

- Understand the challenges and strengths that exist within the local Aboriginal and Torres Strait islander communities and direct, activate or advocate for change.
- Strengthen social capital in the local Aboriginal and Torres Strait Islander communities and support Community to achieve their own wellbeing outcomes.
- Manage programs, projects and training which promote and support the implementation of Councils commitment to Aboriginal and Torres Strait Islanders across all divisions of Council.

**Assist Council to develop, implement and evaluate strategies and initiatives that address needs of the Aboriginal and Torres Strait Islander Community:**

- Undertake community engagement with the community and relevant stakeholders.
- Participate in the planning and development of community initiatives through information gathering and research.
- Develop plans, strategies, policies and provide advice on Aboriginal and Torres Strait Islander issues.
- Ensure that Aboriginal and Torres Strait Islander strategies are incorporated in the ongoing development of the Integrated Planning and Reporting Framework.

- Facilitate and advocate for the inclusion of Aboriginal culture and heritage reference in strategic land use planning including Masterplans, Development Control Plans (DCP), Local Environment Plans (LEP) and Plans of Management.
- Review development applications and provide comments to internal and external stakeholders regarding the social impact a development may have on local Aboriginal communities.

**Develop effective and constructive working relationships with Community, Councillors, Council and Customers:**

- Act as Council's referral point for dissemination of information and advice relating to Aboriginal and Torres Strait Islander issues.
- Establish and maintain formal communication and coordination with government agencies, service providers, community organisations, businesses and community members, and facilitate community engagement across various stakeholder groups.
- Facilitate and/or participate in a range of interagencies and partnership networks that inform Council of community needs.
- Build capacity and provide training opportunities in the Shellharbour community for Aboriginal and Torres Strait Islander people.
- Coordinate and participate in steering committees and project teams as required.
- Provide clear and concise advice, assistance and/ or recommendation of strategies to other Council staff regarding issues such as employment, communication and cultural awareness.

**Support and provide advice to the Aboriginal Advisory Committee (AAC) of Council:**

- Provide quality and clear written and verbal reports to Council and the Committee with information on matters that are relevant to Council's role and services as well as the needs of the Aboriginal and Torres Strait Islander community.
- Promote the AAC to members, community and Council.

**Coordinate the implementation and promotion of community programs and events:**

- Coordinate and evaluate 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.
- Lead and guide volunteers and students as required.

**Apply for and manage grants, budgets, sponsorship and partnerships:**

- Manage expenditure, prepare budget estimates and report on budgets within approved delegations.
- Network with federal and state funding groups and the non-government sector to identify, monitor and seek funding opportunities.
- Prepare grant applications for the development, implementation and expansion of local community initiatives.
- Manage project budgets, contracts and partnerships in line with Council's Procurement Policy and other policies and procedures.

## **Accountability and Behaviours**

- Committed to social justice outcomes and leadership – proactively seeking opportunities to facilitate positive social justice outcomes in all areas of responsibility.
- Strategic thinking – understand the needs of the local Aboriginal and Torres Strait Islander communities and the future vision of Council and the Community and strategically plan for positive social justice outcomes.
- Problem solving – builds a logical and innovative approach to address problems and carefully manages each situation on a case by case basis.
- Customer service – demonstrate exceptional customer service and provide expert advice to internal and external stakeholders.
- Relationship building – develop and maintain positive and effective professional working relationships with internal and external stakeholders.
- Continuous improvement – continuously and strategically evaluate outcomes and look for opportunities for improvement.
- Communication – communicate effectively (in the written and verbal form) by adapting to the needs of Council, Councillors, Community and Customers.

## **Professional Development**

- Stay connected with developments in the community sector via industry networks, training and seminars.
- Keep up-to-date with new and diverse technology relevant to community work.
- Participate in collaborative projects across Council to strengthen and diversify knowledge and skills and to further enhance community outcomes.
- Provide quality and timely advice to the Manager Community Life and senior management on trends and needs, assisting the Manager and acting in that role as required.

## **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

## **Organisational Core Values**

- Apply and demonstrate behaviours consistent with Council's Core Values – Collaboration, Accountability, Integrity, Respect and Sustainability.