

POSITION DESCRIPTION	
Title:	Aboriginal Community Liaison Officer
Group:	Community Connections
Reports to:	Manager Community Life
Grade:	14-17
Hours:	14 hours per week
Vehicle:	No
Position Purpose	
To strategically plan for and provide information and advice on issues of relevance to the Aboriginal and Torres Strait Islander Community, thereby contributing toward a more vibrant, safe and inclusive Shellharbour City.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Being of Aboriginal and or Torres Strait Islander background • Tertiary qualifications in Aboriginal Studies, Community Development or Social Science or extensive experience in a similar role • Demonstrated ability to provide advice on Aboriginal and Torres Strait Islander issues and make recommendations in order to develop innovative strategic plans, strategies and policies • Ability to communicate clearly and positively with all levels of government, community service providers, businesses and the community to establish positive working relationships and undertake community engagement • Demonstrated experience with coordinating, managing and evaluating a range of community based programs and events • Demonstrated understanding of local and regional Aboriginal and Torres Strait Islander culture and heritage • Ability to supervise staff, students and volunteers as required • Experience in using a quality management system or other business improvement initiatives • Demonstrated experience in applying for and managing grants, budgets, sponsorship and partnerships • Demonstrated commitment to work constructively in a team environment, across all departments of Council as well as the ability to work independently 	

- 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 Police Record Check
- Current Class C Driver's License

Desirable:

- Relevant Local Government experience
- 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.

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.

Develop effective and constructive working relationships with key stakeholders:

- Establish and maintain formal communication and coordination with government agencies, service providers, community organisations, businesses and community members
- Provide support to local and regional community groups and organisations
- 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

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.
- Manage community development programs and projects to address previously identified needs
- Lead and guide volunteers and students as required

Support and provide advice to the Aboriginal Advisory Committee of Council:

- Provide written reports to 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
- Undertake actions as directed to by the committee
- Promote the AAC to members, service providers and community representatives

Provide specialist advice to other sections of Council and advocate for access and equity for Aboriginal and Torres Strait Islanders:

- Manage programs, projects and training which promote and support the implementation of Council's commitment to Aboriginal and Torres Strait Islanders across all divisions of Council
- Act as Council's referral point and spokesperson for dissemination of information and advice relating to Aboriginal and Torres Strait Islander issues
- 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.
- Assess and make comment on Development Applications in regards to Aboriginal culture and heritage and report to Council and Senior Management as required.
- Coordinate and participate in steering committees and project teams as required.
- Provide advice, assistance and/ or recommendation of strategies to other Council staff regarding issues such as employment, communication and cultural awareness.

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

- 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

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 Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.