

Position Description

Position title	Indigenous Culture Officer
Reports to	Senior Malanda Information Centre Officer
Group	Customer and Community Services
Classification	Level 1 Local Government Industry Award (Stream A)
Last Review Date	September 2018

Position Summary

This position is responsible for providing interpretive guided walks through the Malanda Falls Conservation Park focussing on sharing knowledge and understanding of local Ngadjonji culture. The position also supports the operation of the Malanda Falls Visitor Centre.

Position Specific Accountabilities

- Undertake guided rainforest walks through the Malanda Falls Conservation Park
- Perform educational activities relating to the natural and cultural history of the area.
- Proactively engage with Visitors to the Centre to share knowledge and understanding of the local Ngadjonji culture
- Provision of advice to all customers of the Visitor Centre in relation to attractions, accommodation, general information and services.
- Administrative duties including phone and internet enquiries, retail and brochure displays, bookings and cash reconciliations
- Assist with presentation of exhibits and information regarding the region's natural and cultural history
- Participate in the Reconciliation Action Plan group, volunteer and staff meetings and training.
- Oversee and support rostered volunteers
- Other responsibilities as reasonably expected

Organisation Responsibilities

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all legislative frameworks, rules, Council policies and guidelines.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
 - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
 - Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Selection Criteria

Essential

1. Experience or demonstrated ability to deliver interpretive and educational activities to individuals and small groups
2. Demonstrated knowledge of the natural and cultural history of the region. Due to the nature of the role there is a requirement to have knowledge of local Ngadjonji practices
3. Experience or demonstrated ability to perform front line customer service including cash handling
4. Demonstrated ability to work as a team, including working with volunteers.
5. Demonstrated proficiency in Microsoft – social media experience desirable

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the preemployment screening
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- The role requires evidence of skills and experience
- To perform this role it is essential that the person who holds the position be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the *Anti-Discrimination Act 1991* that applicants are Aboriginal or Torres Strait Islanders.

I have read and understand the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	