

Position Description: Aboriginal Education and Programs Officer (part-time 21hrs, 6 months contract)

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

This position will plan, implement and monitor education programs which build understanding and respect for Aboriginal and Torres Strait Islander peoples, cultures, places, history and languages in the Cumberland Local Government Area (LGA). This position will be informed by Cumberland City Council's Reconciliation Action Plan, and will respond to community identified needs, priorities and strengths.

Cumberland City Council considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under s14 of the Anti-Discrimination Act 1977 (NSW).

KEY DUTIES AND RESPONSIBILITIES

Develop and deliver Aboriginal education programs

- Deliver a public education program which focuses on increasing awareness of Aboriginal and Torres Strait Islander history and culture within the Cumberland LGA
- Collaborate with key stakeholders to deliver the annual school event which marks the first recorded act of reconciliation on 3 May
- Facilitate the planning and delivery of public programs during Reconciliation Week and NAIDOC week
- Coordinate bookings for delivery of education sessions, maintain a database of bookings and up to date records of program delivery
- Liaise with Aboriginal and Torres Strait Islander educators and elders to deliver specific programs (eg. Darug language classes)
- Undertake professional development and keep up to date with education and training approaches and community development practices to ensure Council's approach is based on best practice techniques and current research.

Support implementation of the Cumberland Reconciliation Action Plan

- Identify and build relationships which will support the promotion and delivery of actions relating to education and programs within the Reconciliation Action Plan
- Support (when required) the delivery of events, programs, campaigns, employment and capacity building initiatives identified in the Reconciliation Action Plan
- Support the development and maintenance of a database of Aboriginal and Torres Strait Islander organisations, businesses, community groups and suppliers
- Seek partnerships when necessary to deliver initiatives identified in the Reconciliation Action Plan, with the support of relevant key Council staff.

Performance Planning Accountabilities & Other Duties

- Develop, manage and report on the cost effective and efficient provision of services within area of responsibility consistently within budget and corporate objectives
- Ensure that financial accounts and reports provide the essential elements of transparency and accountability
- Effectively manage time, set priorities and undertake delegated tasks autonomously with minimal supervision
- Ensure the delivery of quality customer service in all dealings with the community
- Deal effectively with complaints or feedback from individuals, community groups and service providers to ensure complaints or suggestions are responded to appropriately and long term solutions are established
- Complete accurately and timely reporting on a monthly, quarterly and yearly basis
- Ensure that all requirements of funding bodies are actioned within required timeframes, including program monitoring and reporting
- Ensure that work is undertaken within/according to established work plans
- Contribute to actions and targets in the Operational Plan and Business Unit Plan
- Assist in the efficient operation and work on joint initiatives to support the Community Development Team, Community and Culture Unit and Community and Organisation Development Directorate
- Other Duties as Directed by the Community Development Coordinator, Manager Community and Culture and Director Community and Organisation Development.

Child Safe Organisation

This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council's Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Work Health & Safety

In accordance with Council's WHS Policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.



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to succeed

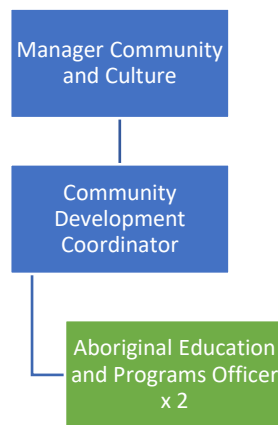


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ORGANISATION STRUCTURE



ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- A person of Aboriginal and/or Torres Strait Islander descent
- Experience in delivery of education programs and ability to engage with a wide range of audiences – including children, young people and seniors
- Demonstrated experience in community development and/or community engagement with Aboriginal and Torres Strait Islander peoples
- Demonstrated project management skills, including sound knowledge and experience in planning, delivery and reviewing programs, and ability to multitask and manage competing priorities
- Strong communication, conflict resolution and interpersonal skills
- High level administrative and organisational skills, including attention to detail, ability to maintain accurate records and advanced skills in Microsoft Office
- Ability to maintain accurate financial records and monitor expenditure
- Current Working with Children Check
- Current Class C Driver's licence.

Desirable

- Tertiary qualifications in Social Sciences, Arts, Humanities, Education or qualifications or relevant experience
- Current Senior First Aid Certificate
- Experience developing and evaluating educational programs, initiatives and resources.

Employment Screening Required

- Qualifications verification
- Licence Check if driving Council vehicles
- Working With Children's Check



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Position and Est. number	SP-CC-101 (EST0545)
Grade	9
Job Function Group:	Professional
Reports to:	Community Development Coordinator
Staff Reporting Responsibilities:	Nil – at times volunteers or students
Budget Responsibility:	Yes

Date:

Agreed:

[Insert Employee Name]

Employee signature



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