

POSITION DESCRIPTION

TITLE:	Reconciliation Business Partner	Position Number	3032
Classification:	Level 6		
Department:	Community & Regulatory Services		
Section:	Community & Cultural Development		
Reports to:	Executive Manager Community & Cultural Services		
Direct Reports:	Nil		

OUR VISION

'Darwin 2030 – City for People. City of Colour'.

OUR MISSION

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

POSITION OBJECTIVE:

This position is responsible for implementing the Council's Reconciliation Action Plan (RAP) by leading and providing project support across internal business units towards achieving the identified RAP deliverables. The role will also play a pivotal part in strategically connecting Council's internal and external stakeholders to meet the current RAP goals and develop Council's future reconciliation aspirations.

KEY RESULT AREAS:

Corporate Identity

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's employees values; CARES
Customer Service, Accountability, Respect, Excellence and Solidarity
- Act in accordance with and abide by the City of Darwin Code of Conduct



Service Delivery

- Coordinate the delivery of Council's Innovate RAP, including project planning and development, supporting business units to meet their deliverables and regular reporting and evaluation of the RAP.
- Build and maintain effective ongoing relationships with internal and external key stakeholders and partners across the business and government sectors.
- Lead RAP deliverables within the Community & Regulatory Services action areas.
- Support HR and Safety team in research, policy review, and identification of strategies that support recruitment and retention of Aboriginal and Torres Strait Islander employees.
- Support City of Darwin's Engagement team to establish sustainable engagement strategies and develop MOUs with key external organisations.
- Conduct workshops and deliver presentations to key stakeholders.
- Coordinate and facilitate initiatives related to reconciliation that support employees and broader organisation learning, growth and development.



- Administer the Implementation Working Group and develop Council's future RAP with guidance from the RAP Steering Committee.
- Lead the coordination of NAIDOC week and National Reconciliation week events and liaise with internal business units for promotional purposes.

Team Support

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (i.e. probation reviews and annual performance appraisals) as required.


Workplace Health and Safety

- Ensure your personal health and safety and that of others in the workplace.
- Comply with City of Darwin Workplace Health and Safety policies and procedures.
- Comply with any reasonable directions (such as safe work method statements (SWMS), safety risk assessments (SRA's) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

POSITION PREREQUISITES

- ☐ Minimum Diploma level qualifications in a human centred discipline such as sociology, history, education, community development, or equivalent work experience.
- ☐ Minimum three years' experience in managing complex projects.
- ☐ Working with Children's Clearance.

APPROVED BY:


General Manager Community and Regulatory Services

Date:

4/6/21

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date: _____

