

INFORMATION PACKAGE

Shire of East Pilbara

Team Leader Reconciliation

Job code: #137

Permanent, Full Time | Newman | Relocation Expenses | Living Allowance up to \$20k p.a.

Guiding, integrating, and championing Reconciliation Action Plan (RAP) to drive meaningful change and empower communities!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Team Leader Reconciliation**

Do you have?

- Tertiary qualifications in Indigenous Studies, Community Development, Social Sciences, or a related field,
- Minimum of 3 years demonstrated experience in a similar role or in fields related to reconciliation, Aboriginal affairs, community development, or cultural engagement,
- Experience working with diverse communities, including Aboriginal and Torres Strait Islander communities, is highly regarded,
- Strong knowledge of reconciliation principles and practices in Australia,
- Current 'C' Class Drivers Licence valid in Western Australia.

To be successful in this role, you will have demonstrated leadership skills, including the ability to guide, support, and influence staff. You will have demonstrated experience in successfully developing and delivering community and stakeholder activities and projects. You will have excellent interpersonal, negotiation, written and verbal communication skills, including the ability to write reports and deliver presentations.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture** on **(08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

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THE HEART OF THE PILBARA

Canvassing of Councillors or Selection Panel Members will disqualify

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Team Leader
Reconciliation

Directorate

Community
Experience

Reports to

Manager Community
Services

Position Number

#137

Position Level

LGIA 5/6

Position Summary

The Team Leader Reconciliation leads the development, implementation, and ongoing delivery of the Shire of East Pilbara Reconciliation Action Plan (RAP), ensuring alignment with organisational priorities and community expectations. Reporting to the Manager Community Services, the role provides leadership and advice to embed reconciliation principles across Council operations, projects, and services.

The position builds and maintains strong relationships with Aboriginal and Torres Strait Islander communities, stakeholders, and partners, while supporting culturally appropriate engagement practices. It promotes teamwork, high-quality customer service, and a risk-aware approach to reconciliation initiatives, contributing to meaningful and measurable outcomes for the organisation and community.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships

with the Shire;

- Leading and guiding team members positively in the execution of assigned tasks;
- Supporting best practice through the application of good decision-making and consistency of application within position scope/level;
- Actively contributing towards efficiency and quality of service, as directed;
- Demonstrate leadership in and commitment to the health, safety and wellbeing of all Shire staff;
- Proactively report, and mitigate, risks.

Role Accountabilities

RECONCILIATION ACTION PLAN (RAP) MANAGEMENT

- Lead the implementation and ongoing development of the Shire's Reconciliation Action Plan (RAP).
- Develop and implement an Indigenous Framework document.
- Develop and implement a Community Engagement Strategy.
- Facilitate regular RAP Working Group meetings.
- Maintain records of reconciliation-related activities.
- Coordinate reconciliation-related projects and ensure reconciliation tasks within broader Shire projects are delivered on time.
- Monitor and report on the progress of RAP initiatives and outcomes to senior management and the community.



STAKEHOLDER ENGAGEMENT AND RELATIONSHIP MANAGEMENT

- Develop and maintain positive and respectful strategic relationships with Aboriginal and Torres Strait Islander communities within the East Pilbara region.
- Actively engage Aboriginal and Torres Strait Islander organisations and stakeholders to inform and advance the work of the Shire.
- Collaborate with the Manager Community Services, and key internal and external stakeholders to implement and refine the Indigenous Engagement Framework, ensuring it aligns with best practices and evolving community needs.
- Support teams in embedding the Indigenous Engagement Framework and reconciliation actions into stakeholder engagement processes across Shire projects and programs.
- Develop and deliver best practice engagement strategies and frameworks using the IAP2 Public Participation Spectrum and principles to maximise community participation and involvement, while supporting teams in applying these principles.
- Provide guidance and advice to Shire staff to ensure consistency and alignment with established engagement frameworks.
- Encourage and facilitate the development of networks, advisory groups and collaborative partnerships with relevant stakeholders, including the community, government, non-government agencies, to facilitate a coordinated and integrated approach to initiatives and Shire priorities.
- Act as a key point of contact for government agencies and regulatory bodies on matters related to reconciliation and stakeholder engagement.

CULTURAL EXPERTISE AND EDUCATION

- Organise and facilitate cultural awareness and reconciliation-focused training, events, and workshops for Shire staff and the broader community.

- Provide expert advice on Aboriginal and Torres Strait Islander cultural matters and compliance obligations to internal departments and external stakeholders.
- Develop and maintain cultural resources and guidelines for Shire staff to promote cultural safety and respect in their work.

STRATEGIC PLANNING AND POLICY DEVELOPMENT

- Assisting in developing, maintaining, and implementing strategic documents (e.g., 2050 East Pilbara Vision, advocacy priorities, RAP, and Indigenous Engagement Framework).
- Assist in developing policies and procedures that promote reconciliation and cultural awareness within the Shire.

COMPLIANCE MANAGEMENT

- Regularly review and stay updated on relevant legislation, including Aboriginal cultural heritage laws, equal opportunity acts, and privacy regulations.
- Provide managers and employees with advice and assistance in interpreting applicable laws and regulations.
- Develop and maintain a system for reporting on compliance with relevant legislation to senior management and stakeholders.
- Identify potential compliance risks related to reconciliation activities and propose mitigation strategies.
- Conduct internal audits to ensure adherence to legislative requirements and organisational policies.

FINANCIAL ADMINISTRATION

- Prepare and process financial requisitions and purchase orders related to reconciliation initiatives, ensuring alignment with approved budgets and funding sources.

WORK HEALTH & SAFETY OBJECTIVES

- Raising WHS awareness throughout the service.
- Facilitation of continual improvement and cultural beliefs around safety.



- Actively promote WHS and disseminate WHS information.
- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards or risks.
- Effectively communicate with regards to the WSH management system.
- Apply WHS and relevant legislation.
- Implement components of WHS management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Tertiary qualifications in Indigenous Studies, Community Development, Social Sciences, or a related field.
- Minimum of 3 years demonstrated experience in a similar role or in fields related to reconciliation, Aboriginal affairs, community development, or cultural engagement.
- Experience working with diverse communities, including Aboriginal and Torres Strait Islander communities, is highly regarded.
- Demonstrated understanding of Aboriginal and Torres Strait Islander cultures, histories, and contemporary issues, or a strong

commitment and proven ability to rapidly acquire this knowledge.

- Demonstrated leadership skills, including the ability to guide, support, and influence staff.
- Demonstrated ability to develop and maintain positive and respectful relationships with Aboriginal and Torres Strait Islander communities.
- Strong knowledge of reconciliation principles and practices in Australia.
- Demonstrated experience in successfully developing and delivering community and stakeholder activities and projects.
- Successful experience in the development and implementation of strategic plans and frameworks.
- Demonstrated experience in managing community development projects.
- Excellent interpersonal, negotiation, written and verbal communication skills, including the ability to write reports and deliver presentations
- Current 'C' Class Drivers Licence valid in Western Australia.

Desirable Criteria

- Knowledge of the East Pilbara region and its Aboriginal communities.
- Experience using the IAP2 Public Participation Spectrum and engagement practices.
- Experience in developing, implementing, or actioning Reconciliation Action Plans.
- Experience working in Local Government with knowledge of compliance and legislative requirements, or similar experience in a government or other regulatory environment.



Remuneration details

Employment conditions in accordance with the Shire of East Pilbara Industrial Agreement 2024 (LGIA 2024).

Cash salary component:

- Base salary \$80,342 - \$91,054 per annum.
- Living allowance up to \$20,000 per annum is paid as per the Shire's policy and may be subject to change.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary.

Accommodation:

- Is not available for this position.

Relocation expenses:

- The Shire will negotiate reasonable relocation expenses with the successful applicant.
- Up to \$15,000 for interstate or up to \$10,000 for intrastate (GST Inc.).

In addition:

- Annual uniform allowance up to \$440.
- 5 weeks Annual leave and the eligibility to accumulate Rostered days off every 19 working days.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Hours of work:

- As per the Award, ordinary hours of work are 38 hours per week.

Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.