

Position Description

[Lead – First Peoples Policy and Partnerships]



Position Details

Position Title	Lead – First Peoples Policy and Partnerships
Position Number	703402
Classification	Band 7
Division	Community Strengthening
Branch	Ageing, Equity and Community Development
Unit	Policy and Partnerships
Reports To	Senior Coordinator Policy and Partnerships
Employment Essentials	<ul style="list-style-type: none">• Working with Children Check• National Police Check

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

Yarra City Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and supporting the population and business base. A major imperative of the organisation is to work to a best value framework, emphasising customer service and continuous improvement.

The Community Strengthening Division promotes and enhances community wellbeing by providing services, building community partnerships and funding programs. Services include maternal and child health, family support, youth services, aged and disability services, arts and cultural development, library services, family and children's services, social policy, community development and venues and events.

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The Division is committed to achieving the organisational goals outlined in the Council Plan, to increase community participation through five broad approaches:

1. Understanding local issues and opportunities
2. Developing and implementing key plans and strategies
3. Building partnerships and projects
4. Advocating from a human rights-based approach to support inclusion and diversity
5. Supporting and enhancing access to services, facilities and programs

Position reports to: Senior Coordinator Policy and Partnerships

Reporting to this Position: N/A

Internal Relationships: Councillors, Community Strengthening Leadership Team, managers, coordinators and staff across Council, Yana Ngargna Advisory Group, Marnelong Network and relevant internal working groups.

External Relationships: Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Traditional Owners, First Peoples community members and organisations, Aboriginal community-controlled organisations, community services, government departments, statutory authorities, peak bodies and relevant local, State and Commonwealth agencies.

Position Overview

Reporting to the Senior Coordinator Policy and Partnerships, the Lead – First Peoples Policy and Partnerships provides specialist policy advice, partnership coordination and organisational capability support to strengthen Council's work with Traditional Owners, First Peoples communities and First Peoples-led organisations connected to or operating in Yarra.

The role supports implementation of Council's First Peoples policy settings, including the emerging Yana Ngargna Policy Framework, Reconciliation Action Plan commitments, Council Plan priorities and Municipal Public Health and Wellbeing Plan priorities. It contributes to policy implementation, refinement, planning, reporting and advocacy by bringing together research, sector knowledge, partnership insights and organisational practice improvements.

A key focus of the role is supporting Council to embed self-determination, cultural safety, First Peoples-led decision-making and cultural integrity into organisational systems and practice. This includes working across enabling services, such as workforce, governance, procurement and communications, and direct service areas, such as land use planning, public realm and service design, as well as relevant economic participation initiatives, to support practical capability uplift across Council.

The role works across Council and with external stakeholders to strengthen strategic relationships, support culturally safe practice, coordinate agreed partnership priorities and contribute to implementation, monitoring and reporting under the Yana Ngargna Policy. The role recognises that cultural authority sits with Traditional Owners, First Peoples communities and relevant First Peoples-led governance and advisory mechanisms.

Key Responsibilities

All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Council's activities.

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Policy implementation, governance and reporting

- Prepare research, analysis, briefings, reports and correspondence on matters relating to First Peoples partnerships, self-determination, cultural safety, policy implementation and community wellbeing.
- Monitor relevant policy reforms, sector developments, evidence and community feedback, and provide advice on implications for Council's First Peoples policy and partnership work.
- Work with responsible officers across Council to progress, document and review agreed First Peoples policy and partnership commitments, including commitments arising from the Council Plan, Municipal Public Health and Wellbeing Plan, Reconciliation Action Plan and related implementation plans.

Strategic partnerships

- Build and maintain respectful working relationships with Traditional Owners, First Peoples-led organisations, Aboriginal community-controlled organisations, government agencies, peak bodies and relevant sector partners connected to or operating in Yarra.
- Coordinate Council's strategic relationship activity with relevant First Peoples-led organisations, including preparation for meetings, records of discussion, internal briefings and follow-up actions.
- Support the effective operation of the Yana Ngargna Advisory Group by working with members, co-chairs and officers to develop agendas, prepare papers, support meeting discussions, track actions and coordinate follow-up.
- Support governance mechanisms associated with the Yana Ngargna Policy, including the Marnelong Network and internal action plan structures, through coordination, documentation and reporting.
- Identify partnership opportunities, risks and issues and provide advice on recommended next steps.

Organisational capability

- Support workforce and organisational development functions to apply First Peoples policy commitments in practical and culturally respectful ways, particularly in relation to recruitment, retention, workforce learning and development, staff capability and culturally safe workplace practice.
- Support Council teams to identify opportunities to purchase goods or services from First Peoples businesses where available and appropriate, including by connecting relevant officers with First Peoples businesses and suppliers in accordance with Council's procurement requirements.
- Provide specialist input into relevant policies, procedures, templates and guidance that support Council's role as an employer and purchaser, with a focus on First Peoples employment, workforce participation, supplier engagement and culturally safe practice.

Place, planning and physical environment

- Provide specialist input into land use planning, public realm, infrastructure, open space, naming, cultural recognition and place-based initiatives where First Peoples policy or partnership considerations are required.
- Support Council officers to distinguish between statutory cultural heritage processes and non-statutory First Peoples engagement, cultural recognition and partnership opportunities.
- Review project briefs, reports, engagement plans, communication material or decision papers where requested, to support consistency with Council's First Peoples policy settings, cultural protocols and agreed engagement pathways.
- Refer matters to the appropriate internal, statutory, cultural advice or governance pathway where they are culturally significant, politically sensitive, high-risk or outside the role's scope.

Internal coordination and communication

- Coordinate information-sharing between community-facing community development functions and policy and strategy functions to promote respectful, joined-up, timely and consistent practice in relation to First Peoples partnerships, engagement and policy commitments.
- Prepare or review written material relating to First Peoples partnerships, policy implementation, organisational capability and governance to support clarity, consistency and respectful communication.

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- Participate in relevant networks, reference groups and advisory committees, representing Council's agreed positions within the scope of the role and in accordance with relevant governance requirements.

Accountability and Extent of Authority

- **Resource management:** freedom to act set by policies, objectives and budgets; actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation,
- **Specialist advice or regulate clients:** freedom to act subject to professional and regulatory review; actions/advice may have a significant effect on clients or groups,
- **Policy formulation:** freedom to act is generally prescribed by a more senior position; quality of work can have a significant effect on policies being developed.
- Input into policy development.

Judgement and Decision Making

- Problem solving in nature.
- May involve identification and analysis of an unspecified range of options.
- Guidance is not always available within the organisation.

Management Skills

- Management skills to achieve objectives despite conflicting pressures.
- Able to implement Human Resources (HR) policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes.
- Expected to contribute to long term staffing strategies.
- Ability to manage workload, priorities and competing demands to achieve agreed objectives within required timeframes.
- Ability to coordinate projects, partnership activities, governance processes and reporting requirements within approved work plans and available resources.
- Ability to monitor progress, identify delivery risks and escalate issues requiring management direction or approval.
- Ability to support effective use of project resources, including budgets, procurement processes, documentation and stakeholder coordination.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to motivate and develop employees.
- Ability to liaise with counterparts in other organisations to discuss and help resolve specialist matters relating to First Peoples partnerships, culturally safe practice, organisational capability and policy implementation.
- Ability to build respectful and trusted working relationships with Traditional Owners, First Peoples community members, First Peoples-led organisations, Aboriginal community-controlled organisations, government agencies, service providers and internal stakeholders.
- Ability to communicate sensitively and effectively in contexts involving cultural, community, organisational or political complexity.

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Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

Specialist Skills and Knowledge

- Proficiency in the application of a theoretical or scientific discipline - in search of solutions to new problems/opportunities.
- Analytical and investigative skills in policy formulation.
- Understanding of organisational values, and the legal and political context.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures.
- Demonstrated knowledge of First Peoples policy, partnerships or organisational capability work, including the use of evidence, research, engagement findings and lived experience to inform planning, review and practice improvement.
- Well-developed analytical and evaluative skills, including the ability to identify issues, prepare written advice and support practical responses within a local government or public sector context.
- Sound understanding of self-determination, cultural safety, Traditional Owner cultural authority and First Peoples-led governance or advisory mechanisms.
- Sound understanding of the legislative, political and governance environment in which local government operates, and the ability to work within endorsed policy settings and decision-making frameworks.
- Practical experience fostering respectful collaboration with Traditional Owners, First Peoples community members, First Peoples-led organisations, Aboriginal community-controlled organisations, service providers or internal stakeholders.
- Working knowledge of current and emerging issues affecting First Peoples communities, including relevant policy settings and systemic barriers to equity, access, participation and wellbeing.

Qualifications and Experience

- Tertiary qualification in Aboriginal and Torres Strait Islander studies, public policy, social policy, community development, social sciences or a related discipline with several years' relevant experience, or lesser formal qualifications with extensive experience.
- Demonstrated experience supporting First Peoples policy, partnership or organisational capability work, including coordinating projects, working with stakeholders and preparing written material to support culturally safe, respectful and practical outcomes in local government, community-controlled, not-for-profit, public sector or comparable environments.

Key Selection Criteria

1. Demonstrated experience supporting First Peoples policy, partnership or organisational capability work, including the ability to contribute to implementation, review and practice improvement.
2. Sound understanding of policy frameworks, reforms and sector issues affecting First Peoples communities, including self-determination, cultural safety, Traditional Owner cultural authority and First Peoples-led governance or advisory mechanisms.

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3. Proven ability to build and maintain respectful working relationships with Traditional Owners, First Peoples community members, First Peoples-led organisations, Aboriginal community-controlled organisations, government agencies, service providers and internal stakeholders.
4. Well-developed written communication, consultation and interpersonal skills, including the ability to prepare clear advice, briefings, reports and correspondence, and work respectfully across community, organisational and governance settings.
5. Strong coordination and organisational skills, including the ability to manage competing priorities, coordinate follow-up, work across Council teams and support delivery of agreed First Peoples policy and partnership commitments.