

# Position Description



## First Nations Officer

<b>Position Title:</b>	Reconciliation Action Plan Project Officer (two-year contract, fixed term until August 2028)
<b>Classification:</b>	Band 6
<b>Department:</b>	Arts, Culture and Community
<b>Approved by:</b>	Senior People Experience Business Partner
<b>Date approved:</b>	June 2026

### 1. Position Overview

The Reconciliation Action Plan Project Officer is responsible for coordinating the development of the Hobsons Bay City Council Reconciliation Action Plan (RAP). The role will develop, maintain and expand effective working relationships with Traditional Owners and First Nations businesses, communities and representatives to identify community needs, barriers and opportunities. The Project Officer will also support collaboration across Council to incorporate current and future activities into the RAP and help to embed reconciliation into Council’s operations. Key responsibilities include supporting planning, research and evaluation; assisting with community and stakeholder engagement; contributing to action plan development; and coordinating processes for endorsement and approvals.

*Aboriginal and Torres Strait Islander people are strongly encouraged to apply.*

### 2. Position Objectives

With guidance from the Team Leader Social Planning, the Reconciliation Action Plan Project Officer is responsible for coordinating the development of the Hobsons Bay City Council Reconciliation Action Plan, including:

- Building, maintaining and extending relationships between Council, Traditional Owners, Organisations and First Nations communities and representatives.
- Reviewing Council’s previous RAP and supporting research and analysis to identify roles, responsibilities, opportunities and challenges that may be considered in the RAP.
- Supporting the development of the RAP, including planning, leading, monitoring and reporting on the project.
- Planning and delivering community and stakeholder engagement activities to support a co-designed, community-informed and culturally appropriate RAP with guidance from the Team Leader Social Planning.

- Liaising with Council staff across a range of teams and departments to identify ongoing, current and future actions to be included in the RAP.
- Contributing to the preparation of a Reconciliation Action Plan that is closely informed by engagement with Traditional Owners, Organisations and First Nations peoples.
- Preparing reports and presentations for internal and external stakeholders, including for Traditional Owners, Organisations, Councillors and other stakeholders.

Other objectives include:

- Representing Council at First Nations network meetings and other local, Victorian and Commonwealth Government forums.
- Providing advice and feedback across Council on reconciliation and issues relevant to Traditional Owners, Organisations and First Nations communities and representatives.
- Monitoring emerging issues, legislation and policy developments relevant to First Nations affairs and local government.
- Co-designing and delivering community-based events and activities to recognise and celebrate First Nations cultures, traditions and histories.
- Maintaining accurate records, project documentation and reporting in line with organisational requirements.

### 3. Organisational relationships

Internal	External
<ul style="list-style-type: none"> <li>• Staff across Council, including:               <ul style="list-style-type: none"> <li>○ Arts, Culture and Heritage</li> <li>○ Community Development</li> <li>○ Community Engagement</li> <li>○ Economic Development</li> <li>○ Events and Venues</li> <li>○ Libraries and Lifelong Learning</li> <li>○ Parks and Open Space</li> <li>○ People and Culture</li> <li>○ Projects and Infrastructure</li> <li>○ Strategic Planning</li> <li>○ Strategic Communications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Traditional Owners</li> <li>• First Nations communities and representatives</li> <li>• First Nations businesses</li> <li>• Aboriginal Community Controlled Organisations</li> <li>• Service providers</li> <li>• Community organisations</li> <li>• Broader Hobsons Bay community</li> </ul>
<b>Reports to:</b>	
<ul style="list-style-type: none"> <li>• Team Leader Social Planning</li> </ul>	
<b>Supervises</b>	
<ul style="list-style-type: none"> <li>• Nil</li> </ul>	

### 4. Position Characteristics

#### Accountability and Extent of Authority

- Provide quality and timely advice to Council Officers and local communities on matters relating to First Nations peoples, communities, and reconciliation.
- Support the analysis of community trends, directions and needs.

#### Hobsons Bay City Council

(03) 9932 1000

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- Provide day-to-day coordination of allocated resources and contribute to policy development and review.

### Judgement and Decision Making

- Solve problems using established methods, procedures and processes, complemented by professional knowledge or knowledge gained by experience.
- Exercise resilience adapting to change, including making professional decisions and problem solving based on knowledge and experience, with guidance usually available.
- Work with general supervision and understand when to seek or offer professional or managerial advice.

### Specialist Skills, Knowledge and Experience

- Understanding of history, needs, challenges and opportunities of First Nations communities.
- Sound understanding of policies and best practice for First Nations community engagement and cultural protocols.
- Working knowledge of the requirements to develop a Reconciliation Action Plan.
- Experience co-designing and delivering community-based events and activities.
- Experience supporting project management, including planning, establishing priorities, setting and complying with timelines, and the allocation and monitoring of resources.
- Well-developed written and verbal communication skills, including the ability to prepare external correspondence and funding applications.

### Management Skills

- Ability to coordinate and facilitate community activities and discussions with Traditional Owners, Organisations and other key stakeholders.
- Effective time management with ability to set priorities, plan and organise work to achieve specific and set objectives.
- Responsible for the accuracy and completeness of information, reports, notices and records in relation to key responsibilities and duties.

### Interpersonal Skills

- Able to gain co-operation and assistance from Traditional Owners and First Nations communities and representatives.
- Capacity to engage with relevant stakeholders, local communities and Council staff to establish a collaborative approach.
- Able to liaise with counterparts in other organisations to discuss specialist matters and solve complex problems.
- Self-motivated, innovative and keen to embrace new challenges.

### Qualifications and Experience

- A tertiary qualification in social sciences, health studies, cultural studies or another related discipline; or lesser formal qualifications with substantial relevant experience.
- Experience working with Traditional Owners, Organisations and First Nations communities.
- Demonstrated experience within local government and/or community organisations sectors, particularly in relation to First Nations communities and the development of a Reconciliation Action Plan.
- Experience supporting and maintaining relationships and working with Traditional Owners, Organisations and First Nations communities and representatives.

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- Experience in project planning, evaluation, research, community and stakeholder engagement and policy development.

## 5. Key Selection Criteria

1. Demonstrated understanding of the **cultures, histories, challenges and opportunities** of Traditional Owners, Organisations and First Nations communities, preferably in a Victorian context.
2. Proven ability to **build, maintain and extend relationships and work collaboratively** with Traditional Owners, Organisations, First Nations communities, Council staff and other relevant stakeholders.
3. Experience **supporting and coordinating projects**, including planning, implementation, documentation and reporting.
4. Experience assisting in designing, delivering and reporting on **community, staff and stakeholder engagement** activities.
5. Demonstrated experience **in policy and strategy development and implementation** across organisations and with relevant stakeholders to achieve shared goals and objectives.
6. Well-developed **written and verbal communication skills**, including experience developing reports and providing advice to Council staff and other relevant stakeholders.

## 6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

### Compliance

- Current and valid working rights for Australia.
- Ability to pass a National Police Check and, where necessary, an international check.
- Willingness and ability to secure a Working with Children Check.
- Current Victorian Driver Licence (or ability to travel between required work locations in a timely fashion).

### Physical

- Daily work will be performed in an office environment.
- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

### Psycho-social

- Resilience and adaptability.
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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