



Make an
impact

Position Description

Title: Senior First Nations Community Development Officer

Classification Level: 6

Directorate: Community and Place

Business Unit: Community Development and Services

Service Unit: Community Development

Position Number: 3304053

Reporting to: Service Manager Community Development

Direct Reports: One

Internal Relationships: First Nations staff, Service Leads, RAP Steering Group, Learning and Development and Communications teams

External Relationships: Aboriginal Reference Group, local Elders, First Nations community members, First Nations Community Development Officer, Aboriginal Controlled Community Organisations, State Government agencies, other Local Government Authorities

Vision

Cockburn, the best place to be.

Service Unit Purpose

Support our communities to thrive by providing inclusive and sustainable services which reflect their aspirations.

Primary Objectives

- Support the development and activation of culturally safe and accessible community spaces, and the delivery of culturally authentic programs and initiatives that strengthen community connection and economic participation.

- Support respectful and productive relationships between the City and local First Nations communities.
- Coordinate operational delivery of First Nations community development activities and contribute to Reconciliation Action Plan outcomes.
- Provide day-to-day guidance and mentoring to the First Nations Community Development Officer.
- Contribute cultural advice to City projects and programs, escalating strategic matters to the Service Manager as required.

Pursuant to Section 50(d) of the Equal Opportunity Act 1984, Aboriginality is a genuine occupational requirement for this position.

Corporate Accountabilities

- Role model and demonstrate the City's Values and behaviours that distinguish the City's workplace culture and that are aligned with the City's Code of Conduct.
- Provides specialist knowledge to ensure the delivery of operational outcomes.
- Responsible for good corporate governance and compliance within the scope of their job role.
- Adheres to the defined systems and provides feedback in relation to system improvements.
- Responsible for ensuring their own behaviours and actions are in alignment with the Organisational Values of the organisation and in which peers work in a physical and psychologically safe environment.
- Ensure delivery of a high standard of customer service to internal and external customers in accordance with the City's Customer Service Charter and relevant policies and procedures.
- Comply with Work Health and Safety (WHS), anti-discrimination, equal opportunity and other related legislation, City policies, procedures, Hazard and Risk Management guidelines and actively support the City WHS systems.

Position Accountabilities and Outcomes

- Act as a key operational liaison with local Elders, First Nations community members and Aboriginal organisations.
- Support initiatives that enhance access to and activation of culturally appropriate spaces, including community venues and outdoor locations, in partnership with relevant stakeholders and First Nations communities.
- Contribute to the planning and delivery of culturally authentic programs, events and initiatives that strengthen community connection and economic participation by encouraging and supporting First Nations community leadership.
- Provide relevant cultural knowledge and support for the implementation of Reconciliation Action Plan initiatives and assist with reporting requirements prescribed by Reconciliation Australia.
- Coordinate delivery of First Nations programs, events and engagement activities during NAIDOC Week and advise on National Reconciliation Week activities.

- Facilitate the City's Aboriginal Reference Group and actively engage with its members and other community stakeholders to build capacity, representation, and leadership.
- Actively support culturally appropriate consultations and community capacity building initiatives.
- Provide culturally informed input into service planning, community projects and consultations.
- Establish and participate in relevant networks to share and gather insights affecting our First Nations community.
- Promote culturally respectful practices across City activities.
- Mentor the City's First Nations Community Development Officer to strengthen collaboration and engagement with the City's First Nations community.
- Undertake human resource responsibilities.
- Prepare reports and manage budget responsibilities and correspondence, as required by the Service Manager Community Development.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.

Human Resource Management

- Responsible for recruitment and induction requirements.
- Ensure team members work in a safe manner.
- Set performance targets and development plans for the First Nations Community Development Officer.
- Provide ongoing supervision and appropriate feedback to the First Nations CD Officer as part of everyday employee management and in accordance with the City's Performance Appraisal System.
- Provide leadership, coaching and on-the-job training for the First Nations CD Officer.
- Manage a range of employee issues in consultation with the People Experience team (e.g. poor performance, misconduct, grievances, health issues, bullying and harassment).
- Actively promote the City's commitment to EEO, Diversity and Inclusion.
- Ensure all people leadership practices comply with City and legislative requirements and principles of EEO.

Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.

Work Related Requirements

Essential Criteria

Skills

- Strong interpersonal and community engagement skills.
- Sound written communication and reporting ability.
- Good organisational and time management skills.
- Ability to work collaboratively and provide peer leadership.

- Ability to manage competing priorities, meet deadlines, and respond flexibly to changing community or organisational needs.

Knowledge

- Attained or working towards a formal qualification in Community Development, Human Services, Social Work or Social Justice and/ or relevant experience in these or related fields.
- Demonstrated cultural knowledge and understanding of First Nations communities.
- Understanding of community development principles and culturally safe practice.

Experience

- Experience working with First Nations communities in a community development or related setting.
- Experience delivering community programs or events.
- Experience providing supervision or mentoring to staff.

Qualifications / Clearances

Mandatory

- Current WA Driver's License 'C' class.
- Maintain fitness for work requirements consistent with the inherent requirements of position.
- Maintain a satisfactory Nationally Coordinated Criminal History Check.
- Periodic Police Clearance (every 3 years)
- Working with Children Check
- Provide First Aid certificate

Desirable

- Experience managing budgets.

Performance Measures

Performance will be formally assessed annually against a range of mutually agreed factors under the following areas and/or competencies:

- Demonstrated positive working relationships with local Elders, Traditional Owners and First Nations community members, measured through participation levels, feedback and engagement outcomes.
- Successful development and activation of culturally appropriate spaces, programs and initiatives.

- Effective coordination and delivery of First Nations projects and events across the City, with evidence of culturally appropriate practice and improved accessibility for community participants.
- Consistent facilitation of Aboriginal Reference Group meetings with agreed initiatives progressed.
- Quality and timeliness of operational reports and updates provided to the Service Manager and relevant stakeholders.
- Frequency, participation, and tangible outcomes of Aboriginal Reference Group meetings, including initiatives progressed and community capacity built.
- Consistent, accurate application of cultural protocols (Welcome to Country, Acknowledgement of Country, flag protocols, naming) across City activities and events.
- Effectiveness of mentoring and day-to-day support provided to First Nations Community Development Officer.
- Any other reporting or updates as required within the organisation including to Executive Leadership Team and Elected Members.

Purchase Authorisation Level

Purchase Authorisation Level: 6

Extent of Authority (Judgement / Delegation)

- This position is part of the Community Development Business Unit and reports directly to the Service Manager Community Development.
- This position follows City of Cockburn policies, directions and guidelines.

Acceptance

I _____ (Employee) hereby confirm my understanding and acceptance of the duties, responsibilities and all other requirements as detailed in this document.

Signed:

Date: ____/____/____