

# Position Description

## Coordinator Aboriginal Strategy

|                          |                                                                                                                                                                                                                                                                                                                                                                          |                  |           |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| Reports to:              | Unit Manager Aboriginal Communities                                                                                                                                                                                                                                                                                                                                      |                  |           |
| Classification:          | Band 7                                                                                                                                                                                                                                                                                                                                                                   | Employment type: | Full time |
| Employment basis:        | Permanent                                                                                                                                                                                                                                                                                                                                                                | FTE:             | 1.0       |
| End date / tenure:       |                                                                                                                                                                                                                                                                                                                                                                          |                  |           |
| RDO eligibility:         | Monthly or fortnightly                                                                                                                                                                                                                                                                                                                                                   |                  |           |
| Probity checks required: | Police check      Working with children check                                                                                                                                                                                                                                                                                                                            |                  |           |
| Special conditions:      | The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 12 of the Equal Opportunity Act 2010 (Vic) and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic). The position is only open to Aboriginal or Torres Strait Islander applicants. |                  |           |
| Right to Work            | Employment at the City of Whittlesea is conditional upon having the right to work in Australia. Evidence of valid working rights will be required.                                                                                                                                                                                                                       |                  |           |
| Position Number:         |                                                                                                                                                                                                                                                                                                                                                                          | Position Number: | 12650     |

**To achieve our purpose of making lives better, we:**



| Document Control  | Name              | Title                               | Date       |
|-------------------|-------------------|-------------------------------------|------------|
| Prepared by:      | Agata Chmielewski | Director Community Wellbeing        | 5/10/2023  |
| Approved by:      | Dylan Harvey      | Unit Manager Aboriginal Communities | 16/04/2026 |
| Reviewed by (HR): | Allarah Kyriacou  | People & Culture Advisor            | 16/04/2026 |

## About the City of Whittlesea

The City of Whittlesea is one of the fastest growing municipalities in Australia and, as a local government organisation, we play a pivotal role in the everyday lives of more than 220,000 community members. We are committed to upholding our obligations under the Local Government Act, which include providing high quality advice to Council, implementing Council's decisions in an efficient and effective manner, and ultimately providing our community with value-for-money, quality services that are relevant and meet our community needs. Our vision is to make Whittlesea 2040: A Place For All.

We offer meaningful and challenging work in an environment of continuous change and improvement. At the City of Whittlesea, our behaviours and actions are guided by our organisational values. By consistently living and promoting our values, we shape an effective organisational culture and build trust with employees, partners, stakeholders and the community. The City of Whittlesea is an equal opportunity employer and committed to attracting and retaining a diverse workforce that reflects our municipality.

To learn more, please visit our website at [whittlesea.vic.gov.au](http://whittlesea.vic.gov.au).

## About the Aboriginal Communities Unit

*"...The City of Whittlesea values local Aboriginal communities and cultures; Council recognises they hold a special place as the First Peoples of Australia. Council is committed to inclusivity, equity and engagement with local Aboriginal people and communities."*

(City of Whittlesea Reconciliation Policy, 2015)

The Aboriginal Communities Unit combines program delivery, planning and partnership to progress reconciliation and to improve social justice, health and wellbeing outcomes for Aboriginal and Torres Strait Islander communities in the City of Whittlesea. In line with Council's Stretch Reconciliation Action Plan, the Unit undertakes the following activities to foster reconciliation, reduce barriers for participation and improve resilience, inclusion and empowerment outcomes for local Aboriginal and Torres Strait Islanders:

- **Program delivery:** Delivers direct-participation programs aimed at increasing positive attitudes and behaviours in the community such as National Sorry Day and NAIDOC Week events. It also works across the organisation and community sector to provide programs in health prevention, early years, youth development, arts and culture, employment and aged care for Aboriginal and Torres Strait Islanders. A key area of program development is the establishment of the City of Whittlesea's Aboriginal Gathering Place.
- **Facilitation and capacity building:** Facilitates action, understanding and support from local-level agencies such as libraries, schools and sports clubs as well as Aboriginal Community Controlled Organisations, to further the process of reconciliation and improve local social justice, health and wellbeing outcomes.
- **Partnership:** Works in partnership with local communities and agencies to ensure Aboriginal communities participate and achieve improved levels of economic, social, health and wellbeing. This includes establishment of engagement and consultation practices which facilitate participation and co-design of services and programs by community members.

Key initiatives and portfolio areas led by the department include:

- Council's Reconciliation Action Plan and associated policy and protocols
- Community programs including the City of Whittlesea's Aboriginal Gathering Place in partnership with local community
- City of Whittlesea Reconciliation Group coordination and liaison
- Relationship with Traditional Owners within the City of Whittlesea – Wurundjeri Woi Wurrung and Taungurung (including cultural heritage study liaison)

- Cultural awareness and capacity building of Council's leadership team and wider organisation – notably to improve culturally safe services and programs for Aboriginal community members accessing Council services and staff.

### Position purpose

The key purpose of the Coordinator Aboriginal Strategy position is to develop, implement and advise on strategies relating to Aboriginal affairs and reconciliation. The work will be outcomes focused, aligned with corporate goals and objectives and will include the ongoing development, coordination and implementation of Council's strategic goals in consultation alongside the Unit Manager Aboriginal Communities, the Executive and Senior Leadership Teams and the community.

The Coordinator Aboriginal Strategy is responsible for providing internal cultural support to Aboriginal and Torres Strait Islander employees, and assisting all other employees to improve their understanding of how to create a culturally safe and welcoming environment for Aboriginal and Torres Strait Islander peoples and families.

The Coordinator will contribute to the development and implementation of the Reconciliation Action Plan (RAP). They will also provide internal cultural support to Aboriginal and Torres Strait Islander employees, support Council to create employment pathways for Aboriginal and Torres Strait Islander community and deliver programs to enhance cross-cultural understanding.

### Team structure

|                                                |                             |                                                      |
|------------------------------------------------|-----------------------------|------------------------------------------------------|
| Number of direct reports:                      | 1                           |                                                      |
| Positions reporting directly to this position: | Aboriginal Strategy Officer | Positions reporting indirectly to this position: N/A |

### Key relationships & interactions

| Internal                                                                                                                                                                                       | External                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Internal Aboriginal staff network</li> <li>• Executive and Senior Leadership Teams</li> <li>• Whole of organisation</li> <li>• Councillors</li> </ul> | <ul style="list-style-type: none"> <li>• Key Government stakeholders at Local, State and Federal levels</li> <li>• Peak bodies</li> <li>• Service providers</li> <li>• Contractors / consultants</li> <li>• The general community and community organisations, groups and networks</li> <li>• Educational Institutions</li> </ul> |

### Key accountabilities

1. Provide high-level advice across Council on a range of Aboriginal initiatives and strategy.
2. Provide support and guidance to Aboriginal employees.
3. Identify and develop key networks with community groups, industry and education institutions to raise the profile of the Organisation as an employer of choice for Aboriginal and Torres Strait Islander candidates
4. Support increased cultural safety at the City of Whittlesea through innovative strategic objectives and deliverables that align with Council's Whittlesea 2040: A Place for All
5. Support the implementation of innovative recruitment initiatives and candidate attraction strategies.

6. Coordinate governance processes ensuring that business briefs, business cases and other relevant documentation is prepared to a high standard and high level of accuracy
7. Build and maintain employment related community networks and work in partnership with the local Aboriginal community, key government and private sector organisations, specialist education providers, employment and training agencies to gain support from subject matter experts and peers, and to share ideas and solutions
8. Coordinate project budgets, expenditure and grants to ensure value for Council investment
9. Engage proactively in Council, organisational and service level planning and reporting processes to ensure strategic plans are in place to deliver the desired community outcomes, risks are identified, and managed, and relevant priorities, issues and performance are understood, tracked and communicated
10. Read, understand, comply with and uphold all relevant policies, procedures, regulations and guidelines, which are subject to change from time to time
11. Read, understand, comply with and uphold the City of Whittlesea values and the Code of Conduct, which are subject to change from time to time
12. Other duties as required and / or directed

### Selection criteria

#### Qualifications and / or licences

|    |                                                                                                                                                                                                                                                                              |           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. | Qualifications in a relevant discipline or an equivalent level of relevant experience and / or study.                                                                                                                                                                        | Essential |
| 2. | Identifies as an Aboriginal and/or Torres Strait Islander person (the City of Whittlesea considers Aboriginal and/or Torres Strait Islander people are the most qualified persons for this role as a “special measure” authorized under the Equal Opportunity Act (Vic) 2010 | Essential |

#### Experience and knowledge

|    |                                                                                                                                                                                                |           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 3. | Demonstrated experience in the design, development, implementation and delivery of projects and programs to support Aboriginal employment and development                                      | Essential |
| 4. | Demonstrated experience in community engagement and an understanding of issues affecting Aboriginal people                                                                                     | Essential |
| 5. | Demonstrated good communication, and interpersonal skills and an ability to communicate sensitively and effectively                                                                            | Essential |
| 6. | Proficiency in corporate IT systems                                                                                                                                                            | Essential |
| 7. | Proven track record of achieving results through outstanding stakeholder management, strong relationships, communication and influencing skills.                                               | Desirable |
| 8. | Proven capacity to embed a culture of creativity and innovation into teams to identify options and generate solutions to complex issues                                                        | Desirable |
| 9. | Well-developed oral and written communication skills to enable effective report and submission writing, presentation and communication to a wide variety of internal and external stakeholders | Essential |

### Core Capabilities

For further details, see City of Whittlesea Capability Framework at [whittlesea.vic.gov.au/about-us/careers-at-council](http://whittlesea.vic.gov.au/about-us/careers-at-council).

|     |                                                                                                                       |              |
|-----|-----------------------------------------------------------------------------------------------------------------------|--------------|
| 10. | <b>DELIVER RESULTS</b> Achieve results through efficient use of resources and delivery on agreed business outcomes.   | Adept        |
| 11. | <b>FINANCE</b> Be a responsible custodian of council funds and apply processes in line with legislation and policy.   | Adept        |
| 12. | <b>THINK &amp; SOLVE PROBLEMS</b> Think, analyse and consider the broader context to develop practical solutions.     | Adept        |
| 13. | <b>INNOVATE</b> Encourage and suggest new ideas and show commitment to improving services and ways of working.        | Adept        |
| 14. | <b>POLITICAL &amp; COMMERCIAL ACUMEN</b> Read changes in community trends and expectations to deliver value           | Adept        |
| 15. | <b>TECHNOLOGY &amp; INFORMATION</b> Utilise technology and information to maximise efficiency and effectiveness.      | Intermediate |
| 16. | <b>LEAD &amp; MANAGE CHANGE</b> Initiate, support and champion change, assist others to accept and engage with change | Adept        |
| 17. | <b>MANAGE &amp; DEVELOP PEOPLE</b> Engage, empower and motivate staff, develop capability and potential in others     | Adept        |

#### Other skills and personal attributes

|     |                                                 |           |
|-----|-------------------------------------------------|-----------|
| 18. | Proven project management skills and experience | Essential |
|-----|-------------------------------------------------|-----------|

### Additional classification information

#### Accountability and Extent of Authority

- Works under general supervision.
- Work is governed by a combination of broad goals or objectives, organisational strategy, policies, budgets, legislation and regulations, and is subject to periodic review.
- The effect of decisions, actions and quality of output may be significant, but is generally localised / contained, and subject to appeal or review by more senior employees.
- May be required to provide on-the-job training to others, based on skills and experience.
- Responsible for managing resources, including other employees.

#### Judgment and Decision Making

- Objectives of the work are well defined.
- Methods, procedures and processes to complete the work are less well defined and employees are expected to contribute to their development and adaptation.
- Problem solving is a key component of the role. The work will typically require the identification, development and analysis of an unspecified range of options before a choice can be made. New or improved approaches are regularly required.
- Guidance is not always available within the organisation.

#### Specialist Knowledge and Skills

- Identifies as an Aboriginal and/or Torres Strait Islander person
- Proven experience in implementing innovative recruitment pathways within an organisation and embedding strategies that underpin achievement targets
- Build and maintain employment related community networks and work in partnership with the local Aboriginal community, key government and private sector organisations, specialist education providers, employment and training agencies to gain support from subject matter experts and peers, and to share ideas and solutions

- Relevant experience working with the Aboriginal community is preferred
- Sound listening skills with the ability to liaise with Aboriginal people and organisations, external government bodies, and with key internal stakeholders

#### Management Skills

- Requires skills in managing time, setting priorities and planning and organising one's own work, and that of other employees.
- Requires an understanding of and ability to implement personnel practices, including those related to Equal Employment Opportunity, Occupational Health & Safety, and employee's training and development.
- Required to contribute to the development and implementation of long term staffing strategies for roles under their supervision.
- Requires the management skills to achieve objectives and goals for a team or unit, taking account of organisational and external constraints and opportunities.

#### Interpersonal Skills

- Requires effective oral communication skills.
- Requires sufficient written communication skills to write reports in their field of expertise and / or to prepare external correspondence.
- Requires the ability to gain co-operation and assistance from clients, members of the public and other employees.
- Must be able to liaise effectively with counterparts in other organisations to discuss specialist matters, and with other employees in other functions to resolve intra-organisational problems.
- Must be able to motivate and develop employees.

#### Qualifications and Experience

- Qualifications in a relevant discipline required, or an equivalent level of relevant experience and / or study.
- Motor vehicle licence required
- Choose an item.

#### Physical elements and requirements

Please refer to the provided Job Task Analysis document for detailed information about the physical elements and requirements of this position.

| Work environment                |              |                    |                       |                       |              |
|---------------------------------|--------------|--------------------|-----------------------|-----------------------|--------------|
| Indoor                          |              | Frequently         | Outdoor               |                       | Rarely       |
| High temperatures               |              | Rarely             | Low temperatures      |                       | Rarely       |
| Loud noises                     |              | Rarely             | Fumes                 |                       | Rarely       |
| Working with animals / wildlife |              |                    | Rarely                |                       |              |
| Physical demands                |              |                    |                       |                       |              |
| Standing                        | Occasionally | Working at heights | Rarely                | Repetitive hand work  | Rarely       |
| Sitting                         | Frequently   | Walking            | Rarely                | Heavy lifting (>15kg) | Rarely       |
| Driving                         | Rarely       | Bending            | Rarely                |                       |              |
| Use of office equipment         |              |                    |                       |                       |              |
| Telephone                       |              | Frequently         | Printer / photocopier |                       | Occasionally |

|                  |            |                   |            |
|------------------|------------|-------------------|------------|
| Laptop / Desktop | Frequently | Telephone headset | Frequently |
|------------------|------------|-------------------|------------|

## Child Safety

The City of Whittlesea is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

The City of Whittlesea's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

## Declaration

The City of Whittlesea acknowledges and respects the privacy of individuals. A medical examination may be required to ensure that you are placed in a position in which the duties required are safely within your capacity. For some physical or outdoor positions, an additional functional capacity examination may be required.

You are required under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 ("the Act") to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose, or making a false or misleading disclosure, of a pre-existing injury or disease means that any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with the City of Whittlesea does not entitle you to compensation under the Act.

***I have read and understood this position description and declare that I am fit and able to perform the inherent requirements of the position outlined within.***

**Name:**

**Signature:**

**Date:**