

Position Description

Aboriginal Partnerships & Programs Officer

Reports to:	Coordinator Aboriginal Partnerships and Programs		
Classification:	Band 6	Employment type:	Full time
Employment basis:	Permanent	FTE (if part time):	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.		
HR ref #:		Position code:	11576



Document Control	Name	Title	Date
Prepared by:	Agata Chmielewski	Director Community Wellbeing	9/10/2023
Approved by:	Agata Chmielewski	Director Community Wellbeing	10/10/2023
Reviewed by (HR):	Dario Cecala	Unit Manager Human Resources	10/10/2023

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.

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 Aboriginal 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 recent construction and activation 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 Aboriginal Action Plan and associated policy and protocols
- Activation and management of City of Whittlesea's Aboriginal Gathering Place, including coordination and liaison with the Whittlesea Aboriginal Gathering Place Advisory Group (WAGPAG).
- Delivery and coordination of responsive community programs, collaborating with partnerships across the organisation and community sector.
- City of Whittlesea Reconciliation Group coordination and liaison

- Continue to build relationships 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 First Peoples community members accessing Council services and staff.

Position purpose

The Aboriginal and Partnerships Officer position is responsible for establishing, growing and enhancing Council’s partnerships and engagement with Aboriginal and Torres Strait Islander communities and stakeholder organisations, as well as supporting other Council partners and stakeholders to develop culturally appropriate partnerships and programs.

The position also coordinates and/or delivers programs and activities and events in collaboration with internal and external stakeholders.

Key relationships & interactions

Internal	External
• Administrators / Councillors • Council Executive • Whole of organisation • Management teams and working groups	• Whittlesea Aboriginal Gathering Place Advisory Group (WAGPAG) • Wurundjeri Traditional Owners • Aboriginal community-controlled organisations • State and Federal Government • Other relevant stakeholders as required

Key accountabilities

1. Support the Aboriginal Gathering Place to be a welcoming, inclusive, and culturally safe space where all Aboriginal people have a sense of belonging, including the development and testing of programs, as well as being a place for all community.
2. Work collaboratively with external stakeholders to ensure Aboriginal and Torres Strait Islander people have access to services locally.
3. Support the capacity building of local services ensuring to deliver culturally appropriate programs and services.
4. Identify, develop and deliver programs in partnership with internal and external stakeholders in response to community needs. Some after-hours work required to support program delivery and community engagement.
5. Provide ongoing support to the Whittlesea Aboriginal Gathering Place Advisory Group (WAGPAG) including their meetings, and activities to foster and embed self determination.
6. Build and maintain partnerships with Aboriginal Community Controlled Organisations, including through facilitation and support of the Whittlesea Aboriginal Alliance Network.
7. Build and maintain partnerships with Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation by supporting and facilitating regular meetings.
8. Build connections and understanding between Aboriginal communities and non-Aboriginal communities, especially with local culturally diverse communities, by supporting projects across the Aboriginal Communities Department.

9. Support Aboriginal Action Plan actions and activities that foster reconciliation and healing, for Aboriginal people as well as non-Aboriginal people, and enhance access to programs and services that strengthen culture and enhance wellbeing.
10. Contribute to the identification of policy and planning responses arising from emerging themes and issues in the Aboriginal communities of Whittlesea.
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. Read, understand, comply with, and uphold all relevant policies, procedures, regulations, and guidelines, which are subject to change from time to time.
13. Other duties as required and / or directed.

Selection criteria

Qualifications and / or licences

1.	Degree or Diploma in a relevant discipline such as Social Sciences or Community Development with some relevant experience; or lesser formal qualifications with substantial relevant experience.	Desirable
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Experience and knowledge

2.	Understanding of community development principles and practices and community engagement framework and practices.	Essential
3.	Demonstrated ability to build positive relationships with Aboriginal communities and working with Aboriginal community groups and organisations to build internal governance capacity, leadership, and community engagement practices.	Essential
4.	Excellent conceptual and analytical skills and proven experience in dealing with complex and sensitive issues.	Essential
5.	Demonstrated project management skills, delivering projects within required timeframes and budgets.	Essential
6.	Understanding of Aboriginal Self Determination Principles.	Essential

Core Capabilities

For further details, see City of Whittlesea Capability Framework at whittlesea.vic.gov.au/about-us/careers-at-council.

7.	COMMUNICATE AND ENGAGE Communicate clearly and respectfully, listen, and encourage input from others.	Adept
8.	PLAN & PRIORITISE Plan and organise work in line with organisational goals, and adjust to changing priorities.	Intermediate
9.	ACT WITH INTEGRITY Be honest, ethical & professional, prepared to speak up for what is right & be a role model to others of org values.	Intermediate
10.	DISPLAY RESILIENCE & ADAPTABILITY Express own views, persevere through challenges, and be flexible and willing to change.	Intermediate
11.	RELATIONSHIP MANAGEMENT Persuade and gain commitment and cooperation from others, and resolve issues and conflicts.	Intermediate
12.	WORK COLLABORATIVELY Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.	Adept

Additional classification information

Accountability and Extent of Authority

- Works under general supervision.
- Work activity is only sometimes governed by standards and procedures. The position description, the nature of the work assigned to the position, clear objectives and / or budgets and regular reporting mechanisms may also inform work activity.
- The effects of decisions and actions are usually limited to a localised work group or function, individual job or clients, or to internal procedures and processes.
- May be required to provide on-the-job training to others, based on skills and experience.
- Responsible for supervising non-human resources only (e.g. financial resources and assets).

Judgment and Decision Making

- Nature of work is clearly defined with procedures well understood and clearly documented.
- Work tasks to be performed may involve the use of a basic range of prescribed tools, techniques and methods within a limited range of work.
- Regularly required to solve problems using some originality in approach with solutions, usually based on previously encountered procedures and practices.
- Guidance and advice is always available and easily accessed.

Specialist Knowledge and Skills

- Demonstrated experience working with Aboriginal community groups and organisations to build internal governance capacity, leadership, and community engagement practices.

Management Skills

- Requires skills in managing time, setting priorities and planning and organising one's own work.
- May assist other employees by providing guidance, advice and training on routine technical, procedural or administrative / professional matters.
- Choose an item.
- Choose an item.

Interpersonal Skills

- Requires oral communication skills.
- Requires written communication skills.
- Required to interact effectively with clients, other employees and members of the public, including in the resolution of minor problems.
- 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

- Degree or Diploma in a relevant discipline such as Social Sciences or Community Development with some relevant experience is desirable; or lesser formal qualifications with substantial relevant experience.
- Motor vehicle licence required

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 (46-100%)	Outdoor	Rarely (0-15%)
High temperatures	Rarely (0-15%)	Low temperatures	Rarely (0-15%)
Loud noises	Rarely (0-15%)	Fumes	Rarely (0-15%)
Working with animals / wildlife		Rarely (0-15%)	

Physical demands

Standing	Rarely (0-15%)	Working at heights	Rarely (0-15%)	Repetitive hand work	Rarely (0-15%)
Sitting	Rarely (0-15%)	Walking	Rarely (0-15%)	Heavy lifting(>15kg)	Rarely (0-15%)
Driving	Rarely (0-15%)	Bending	Rarely (0-15%)		

Use of Office Equipment

Telephone	Frequently (46-100%)	Printer / photocopier	Frequently (46-100%)
Laptop / Desktop	Frequently (46-100%)	Telephone headset	Frequently (46-100%)

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: