

Position Description: **Aboriginal Engagement and Programs Officer**

POSITION DETAILS

Position grade	Grade 10		
Position type	Permanent, part-time		
Reports to	Manager Community Development		
Department	Community and Culture		
Job function group	Professional		
Staff reporting responsibilities	Yes	Budget responsibility	Yes

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

This position will oversee the implementation and monitoring of programs which build understanding and respect for Aboriginal and Torres Strait Islander peoples, cultures, places, history and languages in the Cumberland Local Government Area (LGA). This position will be informed by Cumberland Council's Reconciliation Action Plan, and will respond to community identified needs, priorities and strengths.

Cumberland Council considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under s14 of the Anti-Discrimination Act 1977 (NSW).

QUALIFICATIONS AND EXPERIENCE

Essential

- A person of Aboriginal and/or Torres Strait Islander descent
- Tertiary qualifications in Social Sciences, Arts, Humanities, Education or qualifications or relevant experience
- Experience in delivery of education programs and ability to engage with a wide range of audiences – including children, young people and seniors.
- Demonstrated experience in community development and/or community engagement with Aboriginal and Torres Strait Islander peoples

- Demonstrated project management skills, including sound knowledge and experience in planning, delivery and reviewing programs, and ability to multitask and manage competing priorities.
- Strong communication, conflict resolution and interpersonal skills
- High level administrative and organisational skills, including attention to detail, ability to maintain accurate records and advanced skills in Microsoft Office
- Ability to maintain accurate financial records and monitor expenditure
- Working with Children Check clearance.

Desirable

- Current First Aid Certificate.
- Experience developing and evaluating educational programs, initiatives and resources
- Experience working in Local Government
- Current Class C Driver's licence.

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Working with Children Check

DUTIES AND RESPONSIBILITIES

Develop and implement the Cumberland Reconciliation Action plan

- Support implementation of the Cumberland Reconciliation Action Plan
- Identify and build relationships which will support the promotion and delivery of actions relating to education and programs within the Reconciliation Action Plan.
- Liaise and consult with key Aboriginal and Torres Strait Islander stakeholders to ensure ongoing community consultation and accountability in the delivery of the Reconciliation Action. Plan.
- Support the delivery of events, programs, campaigns, employment and capacity building initiatives identified in the Reconciliation Action Plan.
- Develop and maintain a database of Aboriginal and Torres Strait Islander organisations, businesses, community groups and suppliers.
- Seek partnerships and funding when necessary to deliver initiatives identified in the Reconciliation Action Plan, with the support of relevant key Council staff.
- Identify and build relationships which will support the promotion and delivery of actions relating to education and programs within the Reconciliation Action Plan.
- Liaise and consult with key Aboriginal and Torres Strait Islander stakeholders to ensure ongoing community consultation and accountability in the delivery of the Reconciliation Action Plan.
- Support the delivery of events, programs, campaigns, employment and capacity building initiatives identified in the Reconciliation Action Plan.
- Develop and deliver an annual public education program which focuses on increasing awareness of Aboriginal and Torres Strait Islander history and culture within the Cumberland LGA.



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- Develop and deliver workshops, talks and other educational initiatives through schools, childcare centres, community groups and events.
- Liaise with Aboriginal and Torres Strait Islander educators and elders to deliver specific programs
- Facilitate the planning and delivery of public programs during Reconciliation Week and NAIDOC week.
- Undertake professional development and keep up to date with education and training approaches and community development practices to ensure Council's approach is based on best practice techniques and current research.
- Plan and deliver a regular cultural awareness and professional development program for Council staff, local schools and teachers, and local organisations.
- Conduct an annual review and evaluation of cultural awareness and professional development programs and develop recommendations to be implemented the following year.
- Develop and maintain a database of Aboriginal and Torres Strait Islander organisations, businesses, community groups and suppliers.
- Attend and provide administrative support during internal and external consultative meetings as required.

Performance planning accountabilities and other duties:

- Develop, manage and report on the cost effective and efficient provision of services within area of responsibility consistently within budget and corporate objectives.
- Effectively manage time, set priorities and undertake delegated tasks autonomously with minimal supervision.
- Liaise with the community to ensure that feedback from individuals, community groups and providers is responded to and referred to the appropriate forum to provide long term solutions.
- Complete accurate and timely reporting on a monthly, quarterly and yearly basis.
- Ensure that all requirements of funding bodies are actioned within required timeframes, including program monitoring and reporting.
- Ensure that work is undertaken within/according to established work plans.
- Contribute to actions and targets in Council's Integrated reporting framework.
- Perform any duties associated with Community Development which are within the limits of skills, competence, and training as directed.

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure



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- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud and Corruption Control Plan and Policy.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.



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SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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