

<b>POSITION</b>	Aboriginal Cultural Liaison Officer
<b>POSITION NUMBER</b>	Position Number
<b>CLASSIFICATION</b>	Band 7
<b>AGREEMENT</b>	Ballarat City Council Enterprise Agreement No. 7 2016
<b>DIVISION</b>	Community Development
<b>UNIT</b>	Learning and Community Hubs
<b>MANAGER</b>	Executive Manager Learning and Community Hubs
<b>DATE UPDATED</b>	May 2019

## EMPLOYEE POSITION DECLARATION

*I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.*

**NAME OF INCUMBENT:** Employee Name

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

## 1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The City of Ballarat's vision is to acknowledge through actions, as well as words, the histories and continuing contributions made by Aboriginal and Torres Strait Islander peoples – in particular, the Wadawurrung and Dja Dja Wurrung people.

The City of Ballarat will support, foster and encourage the sharing of walking together with Aboriginal and Torres Strait Islander peoples as well as non-Indigenous community members. Our vision for reconciliation is also built on a strong relationship with Aboriginal and Torres

Strait Islander peoples within our municipality and demonstrates our commitment to further listen to the diverse voices of our community, including young people and children.

We commit to challenging and questioning the status quo and encourage strong and courageous leadership in pursuing reconciliation activities across the organisation and within the community it serves.

We aspire to become an employer of choice for Aboriginal and Torres Strait Islander peoples, strengthening our service offering to the community.

Learning and Community Hubs is a business unit in the Community Development Directorate. The unit is responsible for the promotion of community capacity building through services, programs and activities that enhance the quality and diversity of lifestyle opportunities for the residents of Ballarat. The position works within this business unit and reports directly to the Executive Manager Learning and Community Hubs.

Community Development Values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:

 <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"><li>• Looking forward, focusing on the strategic not just the operational.</li></ul>	 <p><b>OUTCOMES</b></p> <ul style="list-style-type: none"><li>• Ensure outcomes are aligned with expectation from the service offered and are a result of the planning, process and evaluation.</li></ul>
 <p><b>LOYALTY</b></p> <ul style="list-style-type: none"><li>• Balancing the interests of individuals with the team and wider community.</li></ul>	 <p><b>EXCELLENCE</b></p> <ul style="list-style-type: none"><li>• Making sound decisions that provide good outcomes at times you will be making evidence-based decisions.</li></ul>

## 2. POSITION OBJECTIVES

- To work strategically with the Community, Councillors, Council and Customers to achieve outcomes for the local Aboriginal and Torres Strait Islander communities in Ballarat and to strive for reconciliation, maximum self-determination and sustainable positive change.
- To work with Council Officers and the wider community to deliver, monitor and report on the Reconciliation Action Plan.

### 3. KEY RESPONSIBILITY AREAS

- Understand the challenges and strengths that exist within the local Aboriginal and Torres Strait islander communities and direct, activate or advocate for change.
- Strengthen social capital in the local Aboriginal and Torres Strait Islander communities and support Community to achieve their own wellbeing outcomes.
- Manage programs, projects and training which promote and support the implementation of Councils commitment to Aboriginal and Torres Strait Islanders across all divisions of Council.
- Act as Council's referral point for dissemination of information and advice relating to Aboriginal and Torres Strait Islander issues.
- Work with organizational development to develop and be involved in the presentation of cultural awareness training for staff and Councillors.
- Assist Council to develop, implement and evaluate strategies, policies and initiatives that address needs of the Aboriginal and Torres Strait Islander Community.
- Facilitate and advocate for the inclusion of Aboriginal culture and heritage reference in strategic land use planning including Masterplans, Development Control Plans (DCP), Local Environment Plans (LEP) and Plans of Management.
- Assist and provide advice to City Infrastructure with engagement with the Aboriginal and Torres Strait Islander community in relation to dual naming of places in the Ballarat LGA.
- Ensure that Aboriginal and Torres Strait Islanders Peoples have equitable access to City programs, and where appropriate, work with divisions and teams to increase the use of Council services to Aboriginal and Torres Strait Islander People
- Support, promote and provide advice to the Koorie Engagement Action Group (KEAG) members of Council and the community
- Assist in the delivery of specific RAP actions
- Help to coordinate and evaluate special events and celebrations as relevant to the Aboriginal and Torres Strait Islander community including NAIDOC and Reconciliation Weeks.
- Provide meaningful opportunities for Aboriginal and Torres Strait Islander people to contribute to and engage in community development programs and projects.
- Network with federal and state funding groups and the non-government sector to identify, monitor and seek funding opportunities.
- Prepare grant applications for the development, implementation and expansion of local community initiatives.
- Stay connected with developments in the community sector via industry networks, training and seminars.
- Participate in collaborative projects across Council to strengthen and diversify knowledge and skills and to further enhance community outcomes.
- Work actively with the Community Development Directorate to carry out actions resulting from the latest Council OCI survey

#### **Organisational Responsibility**

Employees are required to:

- Take reasonable care for their safety and the safety of others who may be impacted upon by their actions. Employees must also ensure they cooperate with the employer in relation to any action that the employer has taken to comply with the OHS Act 2004.
- Practice and promote the organisations EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment.

- Promote a positive image of Council to members of the public through professional standards, personal presentation and the provision of services/advice in a courteous and efficient manner.
- Performance of other duties as required provided such duties are within the limits of the position occupant's skills, competence and training.

From a Health & Safety perspective the City of Ballarat requires the following:

- At a minimum >90% of operational health and safety plan actions are complete.
- Ensure investigations are completed and corrective actions are implemented within policy timeframes.
- At a minimum, conduct monthly team meetings where health and safety is a standing agenda item.
- Demonstrate safety leadership.
- Apply operational safety guidance and direction.
- Measure performance regularly against a clear set of safety goals and targets.
- Act and apply a balance of consequences as required.
- Escalate relevant safety issues of importance in a timely fashion.

#### 4. ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Executive Manager Learning and Community Hubs
<b>Supervises:</b>	At times required to supervise staff, volunteers and students
<b>Internal Liaisons:</b>	Community Development Executive Managers Community Development business units Intercultural Services Unit City Infrastructure Other Council employees
<b>External Liaisons:</b>	Members of the general public BADAC Wadawurrung Corporation Dja Dja Wurrung Corporation The Aboriginal and Torres Strait Islander Community Community groups Education providers

#### 5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide specialist advice on to the Director Community Development and the Executive Manager group on trends, needs and issues within the Aboriginal and Torres Strait Islander communities
- Provision of advice and recommendations in relation to issues demonstrating analysis of options and implications incorporating technical and legal requirements as well as the needs of Council regarding issues faced by the Aboriginal and Torres Strait Islander population such as employment, communication and cultural awareness.

- Strategic thinking – understand the needs of the local Aboriginal and Torres Strait Islander communities and the future vision of Council and the Community and strategically plan for positive social justice outcomes.
- Coordinate and participate in steering committees and project teams as required.
- Where relevant, develop policies in relation to Aboriginal and Torres Strait Islanders issues and provide advice to Council officers in regard to culturally appropriate policy development.

## 6. JUDGEMENT AND DECISION MAKING

- Participate in the planning and development of community initiatives through information gathering and research.
- Participation in decision making at a management level
- Problem solving – builds a logical and innovative approach to address problems and carefully manages each situation on a case by case basis.
- Improve methods by applying previous experience, theory or precedent to new situations
- Apply and interpret relevant local and government policies and legislation
- Guidance is not always available within the organisation and the incumbent will need to have the ability to utilise external networks

## 7. SPECIALIST SKILLS AND KNOWLEDGE

- Understanding the Strategic objectives of the Learning and Community Hubs unit and long-term goals of the wider organisation
- Proficiency in the application of theory in relation to problem solving and solution attainment
- Knowledge and familiarity of budgeting principles and practices may be required.
- Media relations, report writing and presentations
- Demonstrated ability to work within corporate processes and timeframes
- Knowledge of resource management principles.
- Manage project budgets, contracts and partnerships in line with Council's Procurement Policy and other policies and procedures.

## 8. MANAGEMENT SKILLS

- Demonstrated skills in setting priorities time management, planning, and organising one's own work and that of the team despite conflicting pressures
- Ability to achieve strategic objectives within timeframes and budget
- Ability to understand and implement current human resources standards, EEO, OH&S and staff development in accordance with Council policies
- Sound judgement for problem solving and negotiation
- Supervisory and evaluation skills, and an ability to contribute to the development and implementation of long-term staffing strategies
- Planning, developing and delivering programs, activities and services for adult, children and young people

## 9. INTERPERSONAL SKILLS

- Ability to gain assistance and cooperation from individuals (members of the public), community organisations and staff to reach set goals and objectives in the most effective and efficient manner possible
- Ability to lead, motivate and develop staff, and maintain cohesive teams
- Ability to develop excellent working relationships with a range of external service providers to resolve specialist problems
- Strong oral and written communication skills, preparation of reports and presentation skills
- Develop and maintain positive and effective professional working relationships with internal and external stakeholders.
- Provide quality and clear written and verbal reports to Council and the Committee with information on matters that are relevant to Council's role and services as well as the needs of the Aboriginal and Torres Strait Islander community.
- Respond in a co-operative, patient and courteous manner to all situations which arise within the work environment
- Communication – communicate effectively (in the written and verbal form) by adapting to the needs of Council, Councillors, Community and Customers.
- Keep up-to-date with new and diverse technology relevant to community work.
- Ability to respond positively to change and pressure in a busy and demanding environment

## 10. QUALIFICATIONS AND EXPERIENCE

- Tertiary and post graduate qualifications in Aboriginal Studies, Community Development or Social Science or extensive experience in a similar role.
- Several years of experience and knowledge of Aboriginal and Torres Strait Islander Culture
- Several years of experience in working with the Aboriginal and Torres Strait Islander community
- Being of Aboriginal and or Torres Strait Islander background.
- Ability and willingness to apply for and pass a Police and Working with Children Check.
- Current Driver's License.

## 11. SELECTION CRITERIA

- Ability to work independently and as part of a team to meet organisational strategic outcomes
- Ability to be pro-active, and demonstrate initiative, creativity and resourcefulness in customer service, information provision and supporting management.
- Demonstrated ability to critically analyse, inform and develop strategic plans and policies that seek to improve outcomes for the Aboriginal and Torres Strait Islander communities.
- Demonstrated ability to build positive and effective working relationships with the local Aboriginal and Torres Strait Islander communities and other stakeholders and an ability to facilitate positive and effective community engagement between those groups.
- Demonstrated experience with coordinating, managing and evaluating a range of community-based programs and events.
- Demonstrated well developed interpersonal and communication skills, including the ability to share, deliver and promote awareness and understanding of issues faced by Aboriginal and Torres Strait Islander and an ability to advocate for social justice outcomes for the communities you represent.

- Demonstrated experience in applying for and managing grants, budgets, sponsorship and partnerships.
- A high level of proficiency in Microsoft Office and experience using web-based programs as a tool to promote community initiatives.
- Demonstrated ability to apply EEO, OH&S and ethical practice principles and to act with probity at all times.