

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Aboriginal Community Liaison Officer (ACLO)	Designation and Classification Level	Level 6
Position No	NEW	Division	Corporate Services and Sustainability
Business Unit	Human Resources	Reports To	Human Resources Manager
Location	Katherine	Date Created	October 2021
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>To work strategically with the Community, Councillors, Council and Customers to achieve outcomes for the local Aboriginal and Torres Strait Islander communities within the Roper Gulf Regional Council region and to strive for reconciliation, maximum self-determination and sustainable positive change.</p> <p>To work with Council and the wider community to deliver, monitor and report of the RGRC Reconciliation Action Plan.</p> <p>Under an approved Special Measures Plan, this position is designated only for a person from Aboriginal and Torres Strait Islander nationality who meets all essential selection criteria and is suitable at the level of the position.</p>		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • In collaboration with the Grants Department, source funding opportunities for Aboriginal employment initiatives. • Assist the Events Committee to coordinate special events and celebrations relevant to the Aboriginal and Torres Strait Islander community including NAIDOC, Reconciliation Weeks and community open days. • Support and promote cross cultural training across the council. • Provide support and mentoring, including mentoring the mentor training, to existing Aboriginal employees. • Provide meaningful opportunities for Aboriginal and Torres Strait Islander people to contribute to and engage in community projects. <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> • Review current work practices and make recommendations to encourage and increase Aboriginal employment. • Act as Council's referral point for dissemination of information and advice relating to Aboriginal and Torres Strait Islander issues. • Assist Council to develop, implement and evaluate strategies, policies and initiatives that address needs of the Aboriginal and Torres Strait Islander Community. • Participate in collaborative projects across Council to strengthen and diversify knowledge and skills and to further enhance community outcomes. • 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. 			

3. Quality and Continuous Improvement

- Undertake community consultation to identify and support employment initiatives
- Coordinate programs, projects and training in partnership with the Training and Development Coordinator which promotes and supports the implementation of Council's commitment to Aboriginal and Torres Strait Islanders across all divisions of Council.
- Network with federal and state funding groups and the non-government sector to identify, monitor and seek funding opportunities.

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Advanced Diploma or Diploma in Aboriginal Studies, Community Development or Social Science or a minimum three (3) years' experience in a similar role.
2. Demonstrated understanding of and the ability to work with the local Aboriginal community and key stakeholders.
3. The ability to utilise initiative and gain cooperation from key stakeholders in the development, coordination and successful delivery of projects and initiatives.
4. Well-developed communication skills and sound organisational and time management skills with demonstrated proficiency in Microsoft office packages.
5. Ability to work independently and as part of a team to meet organisational strategic outcomes.
6. Ability to be pro-active, and demonstrate initiative, creativity and resourcefulness in customer service, information provision and supporting management.
7. 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.
8. Demonstrated experience with coordinating, managing and evaluating a range of community-based programs and events.
9. 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.
10. Demonstrated experience in applying for and managing grants, budgets, sponsorship and partnerships.

DESIRABLE

1. Experience working in Remote Indigenous Communities.

5. MANADATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

5. TRAVEL REQUIREMENTS

- This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

6. ACKNOWLEDGEMENT

GENERAL MANAGER	<i>David Gordon</i>	Date Approved: <i>11/10/2022</i>	Signature: 
Employee Name		Date:	Signature: