

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Community Cultural Liaison Adviser	Designation and Classification Level	Casual Position Level 5
Identified Special Measures	Aboriginal Only 1 x Female & 1 x Male	Division	Corporate Services and Sustainability
Business Unit	Human Resources	Reports To	Aboriginal Community Liaison Officer
Location	Various	Date Created	May 2026
2. POSITION CONTEXT			
Position Summary/ Purpose	The Community Cultural Liaison Advisors provide a crucial link between the Roper Gulf Regional Council and Aboriginal communities to ensure cultural perspectives, traditions, and practices are respected and integrated into all Council operations, programs and services. This role involves facilitating communication, fostering relationships, contributing to selection panels and promoting cultural awareness within the Council and broader community to ensure Cultural safety. Funding is for one male and one female at each Community who can meet the selection criteria and be endorsed by the Community and Council. This position is open to Aboriginal applicants only. This vacancy is a Special Measures identified position under <i>Section 57 of the NT Anti-Discrimination Act 1992</i>, intended to promote equality of opportunity for Aboriginal people who are disadvantaged or have a special need in relation to employment in this role/area. It is not unlawful discrimination for Roper Gulf Regional Council to restrict this vacancy to Aboriginal applicants for this purpose.		
3. KEY RESPONSIBILITIES			
1. Service Delivery, Planning and Monitoring • Provide Aboriginal Cultural Advice to new Council employees in leadership and operational roles, regarding Cultural protocols and practices in the local community. • Conduct introductions of staff with Local Traditional Owners and provide advice to the TOs of the staff role and functions within the community. • Participate in employment selection activities for community-based staff. • Provide advice on strategies that Council can adopt to increase cultural safety and culturally safe practices in line with community expectations. 2. Organisational Sustainability • Carry out duties in accordance with relevant legislation and management plans for the areas maintained. • Ensure all necessary documentation and reporting is completed correctly and promptly. • Complete and submit time and attendance records to the Human Resources department in accordance with Council’s business rules, procedures and practices, within specified timeframes for each pay period.			

3. Quality and Continuous Improvement

- Be responsible for the promotion of positive and courteous dealing with all Council staff, the public and stakeholders, especially relating to positive Aboriginal Cultural respect.
- Recommend to Council through the Aboriginal Community Liaison Officers (ACLOs), areas where changes can be made to protocols or policy to enhance respect for cultural protocols and improved relations.
- Observe and implement as appropriate all Council policies and procedures including the Code of Conduct and work health & safety principles.
- Exhibit an excellent attendance record, including being punctual and able to work unsupervised, remain self-motivated and productive in accordance with Council's priorities.

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 risks 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:
 - 1 Ideas which may improve health and safety, including psycho-social wellbeing
 - 2 Any work related or personal injury or illness which affect your ability to work safely
 - 3 Any work-related incident you witness, including bullying, discrimination and harassment
 - 4 Hazards and incidents including any malfunction or inadequacies of equipment
 - 5 Any minor hazards to the Council Services Manager for correction when needed

4. SELECTION CRITERIA

ESSENTIAL

1. Extensive local cultural and community knowledge, trusted relationships, good standing within the community and a demonstrated commitment to cultural safety.
2. Ability to deal with and solve problems by reviewing options and applying established practices and procedures, taking guidance from the Aboriginal Community Liaison Officer/s.
3. Ability to carry out detailed written or verbal instructions and/or procedures under general direction and the ability to work efficiently with minimal supervision required of the level of this position and standing in the community.
4. Ability with planning daily activities to achieve goals objectives set for the role, to achieve positive outcomes.
5. Good interpersonal skills with the ability to work in a team environment with the ability to coordinate elements of work with other positions to successfully complete tasks.
6. Good verbal skills to educate and communicate with staff and the public in a courteous manner.

DESIRABLE

- 1 Previous experience in promoting, teaching or sharing cultural knowledge.

MANDATORY REQUIREMENTS

1. Recognition of Cultural Status within the Local Community, such as a recognised Traditional Owner, Elder or Respected Leader who is permitted by the Community to speak on their behalf.
2. Current Criminal History Check (issued within 3 months) or undertake Criminal History Check before starting work – *Council will pay for this.*
3. Current Working with Children Clearance (OCHRE Card) before starting work or a current receipt of an application from SAFE NT – *Council will pay for these.*

5. ACKNOWLEDGEMENT

GENERAL MANAGER	Cindy Haddow	Date Approved: August 2026	Signature: 
Employee Name		Date:	Signature: