



# Position Description

## Aboriginal Community Liaison Officer

Full-time – 2 Years Fixed Term

<b>Portfolio, Branch</b>	<b>Community Choice, Community and Education</b>
<b>Reports To</b>	<b>Program Coordinator, Community</b>
<b>Direct Reports</b>	<b>NIL</b>
<b>Location</b>	<b>Primarily based at Councils Queanbeyan Site and Alternate locations as operationally necessary.</b>
<b>Classification/Grade</b>	<b>Grade 12 - \$1,401.54 - \$1,548.67 Gross per week + 9.5% Super</b>
<b>Position Number</b>	<b>2554 Aboriginal and Torres Strait Islander Identified-(ATSI)</b>
<b>Identified Position</b>	<b>Aboriginal and Torres Strait Islander (ATSI)</b>

### Primary Purpose of the Position

As a member of the Community and Education team, the position's primary purpose is to deliver on the following objective/s:

- Plan, implement and evaluate community development projects, programs and activities which aim to build capacity and support the Aboriginal and Torres Strait Islander community.
- Build and strengthen links and communication between Council and the local Aboriginal and Torres Strait Islander community through engagement, recognition, and community representation on the Aboriginal Consultative Committee.

### Key Accountabilities

Within the area of responsibility, this role is required to:

- Develop and maintain strong and effective relationships and communication with the Aboriginal and Torres Strait Islander community
- Research, plan, deliver and evaluate community development projects, programs and activities which support and/or celebrate notable events for the Aboriginal Community, such as the annual Reconciliation Walk and NAIDOC Week activities.
- Work collaboratively across council to effectively engage and communicate with Aboriginal and Torres Strait community members, local groups, and agencies with a focus on capacity building and community development.

- Implement and further develop the QPRC Reconciliation Action Plan (RAP).
- Participate in local community meetings to establish rapport with key stakeholders and build resilience within the community.
- Provide an efficient and effective secretariat service to Council's Aboriginal Community Consultation Committee.
- Comply with workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets
- Contribute constructively to a culture of health and safety within the Council.

## Functional Responsibilities

<b>Aboriginal</b>	<b>2.4.1</b>	<b>Aboriginal liaison services</b>	Liaison with local Aboriginal community members including the facilitation of the Koori Interagency Network Group (KING).
	<b>2.4.2</b>	<b>Aboriginal Consultative Committee</b>	Support for Council's Aboriginal Community Consultation Committee
	<b>2.4.3</b>	<b>Reconciliation Action Plan</b>	Undertake funded actions from Council's Reconciliation Action Plan

## Functional Capabilities for the role:

- Relevant qualifications (preferably degree level) in Community Development, Social Sciences, and/or Aboriginal Studies.
- Proven experience working with Aboriginal or Torres Strait Islander communities to build relationships, understanding and capacity. Knowledge of local community and culture would be an advantage.
- Ability to work effectively with various council teams to focus on strengthening Aboriginal or Torres Strait Islander community networks, working groups and committees, building sustainable relationships between community and council.
- Ability to develop, implement and evaluate plans, policies and proposals that seek to improve community services and social outcomes for Aboriginal or Torres Strait Islander communities.
- Demonstrated ability to effectively use Microsoft suite of programs and electronic records management
- Ability to plan, organise, set priorities, and manage time to ensure outcomes are delivered within set timelines.
- Ability to communicate effectively both in oral and written form.
- Ability to constructively contribute to organisational and team outcomes
- Evidence of Aboriginality.
- Current NSW Class C Driver's License or equivalent.

**Note:**

This is an Identified position in accordance with Section 14 of the Anti-Discrimination Act 1977, for Aboriginal and Torres Strait Islander People.

All applicants must be of Aboriginal or Torres Strait Islander descent. Applicants selected for Interview will be required to provide suitable evidence of recognition/descent such as:

- A letter signed by the Chairperson of an Incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and /or Torres Strait Islander person

**OR;**

- A confirmation of Aboriginal and/or Torres Strait Islander descent document executed by Indigenous Organisation.

## Key Internal Relationships

Who	
All QPRC Staff	From staff working in Planning, Development, Administration, Transport and Operations, Engineering, Recreation, Education, Innovation, Projects and Communications.

## Key External Relationships

Who	
Various External Stakeholders	At Queanbeyan-Palerang Regional Council we work to serve a growing and diverse Community Spreading over 5,500 Square Kilometres.

## Performance

Performance will be measured against Councils Values, LGNSW Capability Framework and Identified Skills.

## Council Values

Our values define the way we work and behave. We will promote and encourage our employees to adopt the shared values of:



### **Integrity:**

We role model ethical, transparent and professional decision-making and behaviour.



### **Respect:**

We promote diversity, inclusion, consultation and fairness.



### **Innovation:**

We are future-focused and creative; we embrace technology, risk and opportunity.



### **Continuous Improvement:**

We strive to be efficient and effective through the development of our structures, systems and processes.

## Our Reputation Matters

### The Ethical Framework for the Government Sector

The objective, core values and principles of the Ethical Framework are to be demonstrated in the conduct of all government sector employees and heads of government sector agencies.

#### Objective





- Recognise the role of the government sector in preserving the public interest, defending public value and adding professional quality and value to the commitments of the Government of the day
- Establish an ethical framework for a merit-based, apolitical and professional government sector that implements the decisions of the Government of the day.

For more information: <https://www.psc.nsw.gov.au/workplace-culture---diversity/workplace-culture/the-ethical-framework>

## Capabilities for the Role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Intermediate
	<b>Display Resilience and Adaptability</b>	<b>Intermediate</b>
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Intermediate</b>
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Intermediate	<ul style="list-style-type: none"> <li>Adapts quickly to changed priorities and organisational settings.</li> <li>Welcomes new ideas and ways of working.</li> <li>Stays calm and focussed in difficult situations</li> <li>Perseveres through challenges.</li> <li>Offers own opinion and raises challenging issues.</li> </ul>
<b>Relationships</b> Communicate and Engage	Intermediate	<ul style="list-style-type: none"> <li>Focuses on key points and communicates in 'Plain English'</li> <li>Clearly explains and presents ideas and technical information</li> <li>Monitors own and others' non-verbal cues and adapts where necessary</li> <li>Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>Shows sensitivity in adapting communication content and style for diverse audiences</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>Identifies and responds quickly to customer needs</li> <li>Demonstrates a thorough knowledge of services provided</li> <li>Puts the customer and community at the heart of work activities</li> <li>Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other teams on shared problems and initiatives</li> <li>Looks out for the wellbeing of team members and other colleagues</li> <li>Encourages input from people with different experiences, perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"><li>• Participates constructively in unit planning and goal setting.</li><li>• Helps plan and allocate work tasks in line with team/project objectives</li><li>• Checks progress against schedules</li><li>• Identifies and escalates issues impacting on ability to meet schedules</li><li>• Provides feedback to inform future planning and work schedules.</li></ul>

---