

## Position Description

# 01332 – Aboriginal Community Development Officer

### About Council

The City of Onkaparinga is South Australia's largest metropolitan council with just over 10 per cent of the state's population and is continuing to grow rapidly. We are a high performing; responsive, innovative organisation that meets our communities' needs and strives to achieve excellence in all areas. We are an equal opportunity employer and employ people who share our passion for creating a better place to live and work. Our professional and friendly workplace offers a great working environment in which individuals are accountable and supported to continually develop to be the best they can be.

### Workplace Health Safety and Return to Work

We are committed to a healthy safe work environment, including systems of work, plant, equipment and substance management that minimises the risk of injury or illness while at work.

### Equity and Diversity

We aim to provide a workplace environment committed to the delivery of equity and diversity principles and procedures and other workplace regulations.

### Customer Experience

Our goal is to consistently deliver an exceptional experience to both our internal and external customers. We do this by personalising our interactions, building trust and understanding, demonstrating teamwork, going above and beyond and continually seeking feedback to improve.

### Our Values and Behaviours

In the workplace organisational values support the culture of our organisation. They are the 'glue' that brings us all together to support our corporate goals.

**COURAGEOUS** What will I do to make a difference today? **CURIOUS** Why?

**POSITIVE** What can be done? **INSPIRATIONAL** What will I be remembered for?

**CONNECTED** What do I need to know? **ACCOUNTABLE** What impact will I have?

## Summary

<b>Position title:</b>	Aboriginal Community Development Officer	<b>Classification level:</b>	MOA Level 5
<b>Section/Division:</b>	Community Capacity / Community	<b>Reports to:</b>	Team Leader Arts, Reconciliation and Cultural Development
<b>Direct reports:</b>	Volunteers		

## Position Overview

The Aboriginal Community Development Officer is responsible for the development and implementation of Aboriginal and Torres Strait Islander community projects, initiatives and events that contribute to community capacity building, fostering leadership and enhance social capital within Aboriginal and Torres Strait Islander communities in our city.

The City of Onkaparinga works in partnership with a range of organisations and networks to deliver a broad range of programs and services at Neporendi Aboriginal Community Centre. We work closely with Neporendi Aboriginal Forum Incorporated, Women's, and Men's Yarning Circles, and the Southern Elders Group in developing and delivering services, events, and activities to community.

Council supports the Uluru Statement from the Heart (Voice, Truth, Treaty) and is committed to reconciliation through the delivery of our Reconciliation Action Plan 2022-24 (Reflect).

## Key Relationships / Interactions

The Aboriginal Community Development Officer is required to have good, positive relationships with the Arts, Reconciliation and Cultural Development Team, Community Development Team and wider Community Capacity Section and council. The Aboriginal Community Development Officer will have strong working relationships with Neporendi Aboriginal Community Centre staff, Neporendi Aboriginal Forum Inc. Board of Management, and effectively collaborate with a range of external partners including the Joining Hands and Minds network, and community groups. The position will also contribute to the achievement of the aims and objectives of the Arts, Reconciliation and Cultural Development Team, Community Capacity, the Community Division, and the City of Onkaparinga.

## Workplace Health Safety and Return to Work Responsibilities

- Take reasonable care for the health and safety of oneself and others
- Adopt work practices that support our WHS management system and approach.

## Financial Responsibilities

This role includes an operational budget which is set and delegated to the role at the beginning of each financial year.

## Special Requirements

Due to the nature of the position some out of hour's work will be required

- The successful applicant must possess and provide a Department of Human Services (DHS) 'not prohibited' Working with Children Check prior to offer of employment.
- The successful applicant must be prepared to undertake Child Safe Environment training.

## Position Accountabilities

The Aboriginal Community Development Officer is responsible for:

- Contributing to the achievement of the aims, objectives and values of the Community Capacity Section, Community Services Division, and the City of Onkaparinga.
- Planning, coordination, promotion, implementation and evaluating of accessible and cultural safe Aboriginal and Torres Strait Islander community-based programs and initiatives to build the capability and capacity of the community. This includes monitoring, evaluating, and reporting on the effectiveness of all work and outcomes.
- Planning, delivery, evaluation, and event management of Aboriginal and Torres Strait Islander cultural events and activities in collaboration with key stakeholders and community.
- Supporting opportunities for Aboriginal and Torres Strait Islander community to support each other, promote community identity, build the capacity of families, and encourage the sharing of information and knowledge.
- Establish and facilitate networks, learning circles, or groups to achieve identified outcomes.
- Prepare reports, evaluations, reviews, briefing notes, speech notes, correspondence, and other material as required.
- Managing corporate documentation using Ci Anywhere and other identified systems as outlined in the organisational guidelines on electronic records management.
- Working in accordance with agreed operational budgets and external funding consistent with business plans and agreed outcomes and to ensure ongoing measurement and reporting of these outcomes.
- Identifying and developing funding submissions that address identified community needs and attract additional resources to build opportunities for the community.
- The achievement of agreed personal and team performance measures, including effective and timely reporting.
- Leading and supporting volunteers in accordance with National Volunteer Standards.

## Selection Criteria

<b>Technical Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of community development principles and practice and demonstrated delivery of these</li> <li>• Comprehensive understanding of contemporary and systemic Aboriginal and Torres Strait Islander issues</li> <li>• Sound knowledge of social, health and economic issues facing Aboriginal and Torres Strait Islander communities</li> <li>• High level experience in event and project management, including evaluation and continuous improvement processes</li> <li>• Experience working in collaboration with Aboriginal and Torres Strait Islander communities and stakeholders to achieve meaningful outcomes for community</li> <li>• Experience working in Aboriginal and Torres Strait Islander communities, and managing complex relationships and competing demands to achieve positive outcomes</li> <li>• Experience with leading community engagements that facilitates decision making and supports a process of achieving agreed outcomes and resolving conflict</li> <li>• Demonstrated ability in making independent decisions, having regard to policy guidelines, organisational practice, and resource constraints</li> <li>• Experience in applying for and managing grants to support program and service</li> <li>• High level interpersonal skills which encourage the participation and cooperation of others positively and respectfully</li> <li>• Organisational and time management skills including the ability to develop and maintain work and information flow</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Collaboration &amp; Communication</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability and proven track record in effectively engaging with Aboriginal Traditional Owners, Elders, and community.</li> <li>• Demonstrated commitment to teamwork and the maintenance of a supportive work environment</li> <li>• The ability to develop effective partnerships internally and externally to leverage and foster opportunities.</li> <li>• Demonstrated ability in working with Aboriginal Community Controlled Organisations in delivering outcomes for community.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>Customer Service &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to customer service and continuous improvement.</li> </ul>	<p>Essential</p>

<b>Corporate</b>	<ul style="list-style-type: none"> <li>Working knowledge of the Microsoft Office suite and use of corporate technology</li> <li>Application of equity and diversity principles, WHS and Injury Management procedures and participative work practices</li> </ul>	<b>Essential</b>  <b>Essential</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A tertiary qualification in Aboriginal Studies, Community Development, Event Management, Project Management, or relevant discipline.</li> </ul>	<b>Desirable</b>
<b>Government</b>	<ul style="list-style-type: none"> <li>Experience working in a government environment</li> </ul>	<b>Desirable</b>

## Corporate Systems and Information Assets

Manage projects and business activities to ensure that all corporate information and records are captured and managed in the appropriate corporate systems in accordance with the organisation's corporate policies and procedures on information governance and records management (electronic and physical).

## Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees, Procurement Policy, Public Interest Disclosure and the following procedures: Employment in Addition to Council, E-Communication, Management of Unsatisfactory Performance and Unacceptable Behaviour.

## Performance and Development Review Process

The City of Onkaparinga is committed to a performance and development management process (My Plan). A well-functioning performance and development review process is a critical part of our organisation's drive to attain and sustain organisational and individual excellence. This is a mandatory activity for every employee in the organisation to ensure that each individual is provided the best opportunity to succeed. In addition to performing your role in accordance with this job description, there are primary and secondary goals defined within the My Plan process which will be used to measure annual performance and delivery against expectations.

*This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.*

<b>Employee Signature</b>	<b>Date</b>
<b>Team Leader / Manager Signature</b>	<b>Date</b>