

Position Description

First Nations Liaison Project Officer
(temporary – 6 months) – Designated Role



Current Incumbent:	
Position number:	
Department:	Community Wellbeing
Directorate:	Community
Classification:	Full Time Temporary (until 30 June 2025 - 6 months)
Salary range:	Band 6
Award:	Moirá Shire Council Enterprise Agreement/ <i>Victorian Local Authorities Award 2001</i>

About working with Moirá Shire Council

Moirá Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

Role Purpose and Objectives

Moirá Shire Council is currently in the initial stages of the development of a Reconciliation Action Plan (RAP). As the First Nations Liaison Project Officer, you will guide the coordination, development, delivery and reporting of the RAP with the RAP working group.

The First Nations Liaison Project Officer will do this by engaging with and consulting with Registered Aboriginal Party, Yorta Yorta Nation Aboriginal Corporation, other Aboriginal groups, services and personal and the wider Moirá Shire population, to create Council's Reflect RAP.

You will have the opportunity to build relationships, coordinate cultural activities, attend events and provide cultural leadership and advice to staff and community members.

To be considered for this opportunity, you will demonstrate:

- Knowledge and understanding of Aboriginal culture and society, and health and wellbeing and commitment to Aboriginal community consultation and control.
- Relevant qualification or experience in similar projects involving community consultation and engagement.
- Good interpersonal, verbal, and written communication skills
- Ability to work independently, show initiative and work productively as part of a team.
- Prior experience and skills in research, design, analysis and reporting is desirable.

This is a special measures role and only Aboriginal and/or Torres Strait Islander peoples are eligible to apply, as per section 12 of the *Equal Opportunity Act 2010*.

Proof of Aboriginality is considered a genuine requirement for this position.

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Organisational Relationships

Reports to:

- Flood Recovery Coordinator

Supervises / Manages:

Nil

Internal Liaisons:

- RAP Working group.
- Manager Community Wellbeing
- Director Community
- Municipal Recovery Manager
- Department Managers
- Recovery Project Managers and Project Co-ordinator
- Council Officers
- Administrators

External Liaisons:

- Yorta Yorta Nation Aboriginal Corporation
- Reconciliation Australia
- Local and Regional Service Providers
- Relevant State and Federal Government bodies
- Local Business and Tourism bodies
- Community Planning Steering Committees
- Residents / Community members
- Volunteers

Key Responsibilities and Functions

This position is funded under Emergency Recovery Victoria following the October 2022 Flood Event.

Some responsibilities that are required as part of this role include:

- Support the wider community through recovery and planning for additional recovery events
- Undertake relevant community development programs and projects
- Facilitate and implement the delivery of the Municipal Recovery Plan
- As required, assist with the establishment of emergency relief and recovery center and activities
- Provide regular updates and reports and funding proposals to Council.

Other specific duties include:

- Establish and maintain ongoing partnerships with Aboriginal and Torres Strait Islander Peoples, communities, and organisations on behalf of Council
- Project manage Council's RAP within a specified timeframe and within budget parameters
- Develop project documents to allow effective monitoring of RAP action items
- Generate regular, comprehensive reports outlining the progress of Council's RAP
- Facilitate the implementation of RAP actions through communication, education and coordination of events and programs, including participation in Council Inductions
- Coordinate RAP Roadshows and other interactive and educational sessions to help raise awareness for the Council's RAP
- Establish the RAP working group to actively engage a broad cross-section of stakeholders

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- Facilitate stakeholder meetings both to consult and report on RAP actions.
- Coordinate cultural awareness and safety education across the Council.
- Communicate with both internal and external stakeholders to educate and identify needs and ensure requests are addressed appropriately and in a timely manner.
- Develop strong professional relationships and provide an efficient service to the working group to support a high level of stakeholder satisfaction and adoption of RAP outcomes.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of Council's Work, Health and Safety Management System and related laws, regulations, and guidelines.
- Assist in the education of Council staff regarding sharing opportunities that promote cultural awareness, inclusive services, practices and facilities.
- Awareness of all legislation, guidelines, and best practice in regard to Aboriginal and Torres Strait Islander Peoples.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence, and training.

Considerations

As part of community engagement and development activities, the incumbent will be required to work some evenings and weekends.

Moirá Shire Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business.

At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

Position Descriptors

Accountability and Extent of Authority

- This position is accountable to the Coordinator Flood Recovery for the carrying out of duties and responsibilities in an ethical and non-discriminatory manner which ensures a high level of service efficiency.
- This position, in regard to emergency recovery activities, is accountable to the Municipal Recovery Manager.
- The Officer has access to guidance and advice from the Coordinator.
- Any decisions made may have a significant impact on clients but is usually subject to appeal by the Coordinator.

Judgement and Decision Making

- High level judgement and decision making is required regarding issue identification and the development of a model of good practice.
- Problem solving will utilise the application of professional and technical knowledge and the application of this knowledge and techniques to new situations.

Specialist Skills and Knowledge

- Knowledge of the municipality, culturally diverse and Aboriginal and Torres Strait Islander People's communities and agencies including established networks.
- Developed knowledge of cultural issues relating to community development and planning, human rights, racial discrimination, reconciliation, social justice and disability.

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- Knowledge and understanding of best practice program and service response.
- Experience in emergency, event and project management.
- Demonstrable skills in program development, delivery and evaluation.
- Ability to apply and engage community participation processes.
- Ability to collect and collate data and prepare reports.
- Knowledge of and access to existing services and activities for residents.

Management Skills

- Ability to implement OHS.
- Ability to plan and deliver programs to achieve agreed outcomes.
- Ability to implement all required administrative procedures relating to the area.
- Ability to manage their own time, set priorities and organise their own work, together with those of other relevant programs and event staff and volunteers.
- Manage the delivery of relevant Council plan objectives, strategies and actions whilst ensuring compliance with Council policies and relevant legislation.
- Achieve continuous improvement in performance and productivity.
- Ability to make informed decisions in a timely manner with minimal supervision.

Interpersonal Skills

- Ability to develop rapport and good working relationships with community and colleagues.
- Ability to gain cooperation and successfully achieve agreed outcomes with internal and external stakeholders.
- Ability to communicate to a variety of audiences in spoken and written forms.
- Ability to liaise, consult and network with a wide and diverse range of individuals and organisations.
- Ability to work tight timelines and respond quickly to changing circumstances.

Key Selection Criteria

Essential qualifications and experience

- Knowledge of the municipality, Culturally and Linguistically Diverse and Aboriginal and Torres Strait Islander Peoples communities and agencies.
- Facilitation skills and ability to develop effective networks and partnerships with local community groups, organisations, government bodies and other internal and external stakeholders.
- Broad knowledge of issues, trends and Government policies and priorities impacting on Aboriginal communities in rural and regional Victoria.
- Well-developed communication skills including the capacity to prepare reports and briefing documents and make oral and written presentations to diverse stakeholder groups and Council.
- A high level of enthusiasm, motivation and willingness to be innovative.
- Demonstrated knowledge and experience with topics relevant to the development and implementation of Reconciliation Action Plans, including but not limited to, Aboriginal and Torres Strait Islander employment, training, and retention strategies, procurement; engagement and cultural competency.
- Proven time management and organisational skills to successfully meet deadlines in a fast-paced environment.
- Incumbent must identify as Aboriginal or Torres Strait Islander and proof of Aboriginality will be required.

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Desirable qualifications and experience

- Previous experience in Local Government.







Licenses and mandatory requirements

- Current drivers licence.
- Working With Children Check (VIC).
- First Aid Certificate

Inherent physical requirements

- High
 - Extended periods of sitting or standing
 - Extended periods of computer use
- Medium
 - Subject to environmental conditions
 - Working under pressure
- Low
 - Bending and lifting

Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
 Respect	• Community and customer focus	Tier 1
	• Plan and prioritise	Tier 1
 Honesty	• Communicate and engage	Tier 1
	• Display resilience and adaptability	Tier 1
 Accountability	• Demonstrate accountability	Tier 1
	• Deliver results	Tier 1
 Teamwork	• Create, innovate and solve problems	Tier 1
	• Work together	Tier 1
 Integrity	• Manage self	Tier 1
	• Act with integrity	Tier 1
 People Leadership	• Manage and develop people	-
	• Lead and manage change	-
	• Think and act strategically	-
	• Inspire direction and purpose	-

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Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviors and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

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Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: _____
(Print)

Signature: _____ Date: _____

Managers name: _____
(Print)

Signature: _____ Date: _____

Review of this Position Description

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

