

POSITION DESCRIPTION

Position Title	HR2013	Position Level	Reports to	Primary Location
Aboriginal Community Liaison Officer - Wardandi		Level 5 City of Bunbury Employees 2022 Enterprise Agreement	Team Leader Community Development	Administration Building
Role of position The Aboriginal Community Liaison works collaboratively with internal and external stakeholders to strengthen and support cultural safety and inclusiveness, while building and nurturing the relationships between the City and Aboriginal and Torres Strait Islander People. This role requires someone passionate about supporting the organisation in taking meaningful action to advance inclusivity, connection, and engagement with the Aboriginal and Torres Strait Islander community.				
Accountabilities: <ul style="list-style-type: none"> Coordinate opportunities to embrace and celebrate Aboriginal and Torres Strait Islander culture across the City's service delivery. Actively engage with the Noongar Arts program, providing a voice and advocating for the program's integration into the City's activities. Collaborate with the Noongar Arts Program Coordinator to offer feedback and support for enhancing the Noongar Arts Program. Assist projects focused on promoting Aboriginal cultural safety across the organisation, ensuring Aboriginal and Torres Strait Islander cultural values are upheld and respected. Facilitate partnerships with local Aboriginal- and Torres Strait Islander-owned businesses and organisations to enhance economic and community collaborations in collaboration with Economic Growth where required. Help build a solid foundation of trust and respect between the City and the Aboriginal and Torres Strait Islander community enhancing connections, networks, and collaborations Support the implementation of Aboriginal and Torres Strait Islander cultural awareness training across the organisation. Assist in the development and implementation of the City's Strategic Community Plan 2032, with a key focus on Aboriginal and Torres Strait Islander priorities and actions, including promoting and celebrating Aboriginal and Torres Strait Islander culture. Assist in the planning and delivery of key City programs and events such as Reconciliation Week and NAIDOC Week, ensuring they are delivered in a culturally safe, inclusive, and responsive manner. Proactively engage with and provide key advice across the organisation to support Aboriginal and Torres Strait Islander cultural safety and practices. Assist in the development and implementation of strategies, policies, and initiatives that address the needs of Aboriginal and Torres Strait Islander communities including but not limited to the City's Cultural Safety Framework and Reconciliation Action Plan. Contribute to a positive team culture through collaborative decision-making and demonstrating the City's core values in day-to-day activities. Essential Criteria: <ul style="list-style-type: none"> This position is designated for an Aboriginal or Torres Strait Islander person under Section 50(d) of the Equal Opportunity Act 1984 (WA), as the role requires an individual with an in-depth understanding of Aboriginal and Torres Strait Islander culture, customs, and community relationships. Tertiary qualification and/or relevant experience in Community Development and/or Aboriginal and Torres Strait Islander Engagement. Strong understanding of current policies, issues, and services impacting Aboriginal and Torres Strait Islander communities. Demonstrated experience working with Traditional Owners Groups, Aboriginal People and Torres Strait Islander people, and individuals from diverse backgrounds and cultures. Experience coordinating reconciliation outcomes within a multi-disciplinary organisation. Experience working with advisory groups, with strong administrative and time management skills, and the ability to produce reports, presentations, and correspondence. Ability to work autonomously to identify community needs and opportunities, developing creative solutions with a range of stakeholders. Demonstrated experience in leading projects related to cultural safety and fostering partnerships with Aboriginal and Torres Strait Islander businesses and organisations. Ability to develop, implement, and evaluate community programs and events. Current National Police Certificate. General knowledge of principles and practices of Equal Employment Opportunity and Diversity Acts. 			Internal Relationships <ul style="list-style-type: none"> All City of Bunbury employees External Relationships <ul style="list-style-type: none"> Volunteers City Committees Residents Community Networks and Agencies Social Service Organisations Local community groups Various Government Authorities Local Government Agencies Financial Accountabilities and Delegations <ul style="list-style-type: none"> Acts within established practices. Desirable Experience <ul style="list-style-type: none"> General knowledge of the structure, function, and activities of Local Government. General knowledge of principles and practiced Equal Employment Opportunity and Diversity Acts. 	

<p><u>Mission Statement</u> Welcoming and Full of Opportunities</p> <p><u>Values</u> Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p>We are Community</p> <ul style="list-style-type: none"> • We are one team • We keep each other safe • We display empathy and respect • We have fun and celebrate our successes • We work together to achieve great outcomes <p>We are Open</p> <ul style="list-style-type: none"> • We are open to opportunities • We actively listen and think things through • We are inclusive and treat everyone equally • We are honest and open in our communications • We are open to feedback to improve our performance <p>We are Brave</p> <ul style="list-style-type: none"> • We lead the change, we own it! • We trust and empower each other • We have the difficult conversations early • We hold ourselves to the highest standard • We have the courage to improve and simplify <p>#WEARECOB</p>	<p>Misconduct City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> • Apply accountable and ethical decision making principles within the work environment. • Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct. • Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003. • Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO. <p>Risk Management</p> <ul style="list-style-type: none"> • Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director. • Apply sound operational risk management practices within the work environment. <p>Customer Service</p> <ul style="list-style-type: none"> • Foster, advocate and implement the City's Customer Service Charter. • Aim to exceed customer expectations. • Strive for an element of consistency from one service transaction to the next. • Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery. • Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider. 	<p>Work Health and Safety <u>Managers/Supervisors must:</u></p> <ul style="list-style-type: none"> • Ensure adherence to WHS policies and procedures. • Consult and cooperate with workers and WHS representatives on WHS issues. • Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely. • Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls. • Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately. • Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment. • Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures. • Provide PPE as required and ensure workers are aware of correct usage and storage requirements. • Ensure all plant and equipment is properly maintained. • Maintain relevant knowledge of WHS issues. • Act as a role model by demonstrating safe work behaviours. <p><u>Workers must:</u></p> <ul style="list-style-type: none"> • Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation. • Participate in the development of a healthy and safe workplace. • Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local polies and procedures. • Cooperate with management in its fulfilment of its legislative obligations. • Report any injury, illness, hazard or near miss immediately, where practical to their supervisor. • Familiarise themselves with the work health and safety policies and procedures • Not wilfully or recklessly interfere with safety equipment. <p>Accountable and Ethical Decision Making</p> <ul style="list-style-type: none"> • Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained. • Act fairly and justly, abiding by principles of due process and natural justice. • Be accountable and transparent. • Do your job effectively and as efficiently as possible. • Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. • Declare any potential conflicts of interest.
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Signature:

Date: