



## Shire of Laverton Position Description

### **Title: Aboriginal Community Liaison Officer (ACLO)**

Permanent/Causal/Term Contract Position based on a 38-hour week or as negotiated

### **Reports To: Chief Executive Officer (CEO)**

**Direct Reports:** NIL

### **Location:**

Primarily based at Councils Administration office and various other venues within the Shire of Laverton and neighbouring Shires as operationally necessary.

### **Classification/Grade:**

Within Grade 3 of the Councils Enterprise Bargaining Agreement (EBA) - \$75,000 to \$120,000 per annum

### **Tools provided to the Position**

The following tools of trade are available to assist the employee undertake the ACLO role.

- Motor Vehicle for Business Use
- Mobile Phone
- Satellite Phone for Remote Visitations
- Laptop/Desktop

**Identified Position:** Aboriginal and Torres Strait Islander (ATSI)

### **Primary Purpose of the Position**

The position's primary purpose is to deliver on the following objective/s:

- Plan, implement and evaluate community development projects that build capacity and support the Aboriginal Community.

- To build and strengthen links and communication between Council and the local Aboriginal Community including Ngaanyatjarra Lands.

### **Key Accountabilities**

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

- Develop and maintain strong and effective relationships and communication with the Aboriginal Community
- Research, plan, deliver and evaluate community development projects.
- Complying with occupational safety and health, risk, objectives, and targets
- Contributing constructively to culture of safety and health within the Council.

### **Functional Responsibilities**

The position is responsible for delivery of the following programs and activities:

- Liaison service with local Aboriginal Services Community
- Set up and support for Council's Aboriginal Consultative Community Consultation Committee
- Set up and develop a Council Reconciliation Action Plan
- Provide support and assistance to "Sorrow" Camps and work with families in times of need
- Working with stakeholders to secure funding for various community initiatives
- Work with various Community groups to progress initiatives in liaison with Pakaanu Aboriginal Corporation, etc.
- The Employer may direct the employee to carry out such duties that are within the limits of the employees' skills, competencies, and training.

### **Functional Capabilities for the role (to be addressed to determine suitability for the advertised position):**

- Relevant qualifications and/or experience in Community Development (e.g. Community Education and Community Engagement)
- Experience working with Aboriginal Communities to develop and maintain strong community networks and relationships.
- Experience in community-based project management.
- Demonstrated ability to effectively use Microsoft suite of programs.
- Ability to constructively contribute to organisational and team outcomes.

- Ability to plan, organise, set priorities, and manage time to ensure objectives are achieved within an agreed timeline
- Capacity to communicate effectively both in oral and written form.
- Possess and maintains a current class 'C' drivers licence
- Possess or be able to attain a Working with Children Check

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 ATSI 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 Council Staff including Councillors

### **Key External Relationships**

#### **Who**

- All Laverton Stakeholders including Government Departments and Local Organisations
- Local Governments bordering Shire of Laverton

### **Performance**

Performance will be measured against Councils Values, set criteria as agreed by the Council and employee

## **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’

## **Capabilities for the role**

The following 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 in all levels of the workforce.

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. The next section following denotes the focus capabilities.

### **Group Capability**

- Manage Self
- Display Resilience and Adaptability
- Act with Integrity

### **Personal attributes**

- Demonstrate Accountability
- Communicate and Engage
- Community and Customer Focus
- Work Collaboratively

## **Relationships**

- Influence and Negotiate
- Plan and Prioritise
- Think and Solve Problems
- Create and Innovate

## **Results Deliver Results**

- Finance – within Budget Parameters

## **Assets and Tools**

- Technology and Information

## **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.

## **Group and Capability Level Behavioural Indicators**

### **Personal Attributes**

- Takes responsibility for own actions
- Completes tasks the ACLO has agreed to on Accountability time
- Is aware of the decisions that need to be referred to the CEO or delegate and acts accordingly
- Takes care of own and others' safety and wellbeing by following safe work practices
- Identifies and speaks up about risks in the workplace

### **Relationships**

- Encourages an inclusive, supportive and co-work collaboratively in a team environment
- Shares information and learning within and across teams
- Works well with other teams on shared problems and initiatives

- Looks out for the wellbeing of team members and other colleagues
- Encourages input from people with different experiences, perspectives, and beliefs
- Shows sensitivity to others' workloads and challenges when asking for input and contributions
- Develops strong relationships with all stakeholders

### **Results**

- Takes the initiative to progress work tasks
- Clarifies work required and timeframe available
- Identifies what information/resources are needed to complete work tasks
- Checks own work for accuracy, quality, and completeness
- Completes tasks under guidance, on time and to the required standard

### **Resources**

- Uses a variety of work tools and resources to enhance work products and expand own skill set
- Ensures others understand their obligations to use and maintain work tools and equipment appropriately
- Contributes to the allocation of work tools and resources to optimise team outcomes

### **Occupational Safety and Health**

All workers, including contractors and volunteers are obligated to meet their duty of care by:

- i. Taking care for his or her own safety and health and avoid adversely affecting the safety or health of any other person;
- ii. Complying with safety and health instructions given by the Shire, including the direction to wear personal protective clothing or equipment; and
- iii. Reporting hazards, accidents (injuries) and incidents (near misses) in the workplace and cooperating with any investigations or return to work programs.

**Comment**

As this is a new position with the Council, the Council is mindful that the position will evolve over time and only be limited to the capability and behaviours of the employee.

The Council will provide support to the successful applicant with training and guidance throughout their employment.