

POSITION DESCRIPTION

CULTURAL DIVERSITY OFFICER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
--	--	--	---

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
 Our systems, processes and tools are contemporary and reflect leading practice.
 Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none"> • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan 	Grow & Improve We improve our work everyday <ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
---	---	---

The position is:

Position Title	Cultural Diversity Officer		
Department & Section	Community Development – Community Learning & Libraries		
Team	Community Centres		
Reporting to	Community Centres Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 4		
Position Number	5232	Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

How does this position contribute to our community?

The Cultural Diversity Officer plays a key role in creating a thriving, diverse and inclusive community that fosters connection and deepens cultural understanding.

The Cultural Diversity Officer delivers initiatives which benefit the City's culturally and linguistically diverse (CALD) communities and build Council's capacity as a Welcoming City.

What does the position do?

- Develops and implements community development initiatives that: improve the wellbeing and participation outcomes for people from Culturally and Linguistically Diverse (CALD) backgrounds;
 - build respect and understanding for cultural differences;
 - address identified community needs;
 - enhance cultural understandings to further strengthen community ties;
 - foster social cohesion; and
 - acknowledge and celebrate the contributions of CALD people and communities.
- Implements innovative approaches to respond to the needs of culturally and linguistically diverse communities.
- Collaborates with local agencies and organisations to explore, develop and implement joint ventures and partnerships and ensure that services and activities are delivered in an inclusive and culturally appropriate manner.
- Provides strategic advice and input on Council plans, projects, services and activities that affect culturally and linguistically diverse communities.
- Engages with Government and community agencies that provide services for culturally and linguistically diverse communities.
- Fulfills Council's planning and delivery obligations as a Welcoming City including accreditation processes and commitments.
- Coordinates events that celebrate our diverse communities foster connection and deepen intercultural understanding.
- Enables opportunities for Council to engage with community members to understand cultural issues and needs.
- Acts as a contact person/advocate between culturally and linguistically diverse communities/groups, Council, and other agencies.
- Engages with cultural leaders and develops community capacity building opportunities for emerging cultural leaders.

- Develops opportunities for skill development and volunteering.
- Prepares and delivers reports and presentations as required.
- Monitors and meets financial targets and budget requirements.
- Work some out of hours, evenings, and weekends to support the operational requirements of the Community Centres Team.
- Other reasonable duties as required.

What outcomes does the position deliver?

- Contributes to Council meeting its responsibilities and obligations as a Welcoming City.
- People with culturally and linguistically diverse backgrounds will be:
 - supported to achieve improved health and wellbeing outcomes
 - actively engaged in community life
 - acknowledged and celebrated for their contributions
- Initiatives delivered in partnerships with key agencies where everyone can belong, contribute and thrive.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing for a range of stakeholders.
- Understanding and practise of cross-communication with limited English-speaking migrants.
- Community development practices of active listening, strengths-based practice and inclusive language.
- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Interpersonal skills that build good work relationships.
- Sound problem solving, innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.

Qualifications for the position

- Significant experience in working in a community development or similar role with culturally and linguistically diverse communities is essential.
- Relevant tertiary qualifications in Social Sciences, Social Work or a related field is highly desirable.
- A current Australian Driver's License is essential.
- Working with Children Check Clearance, or willingness to obtain prior to commencement (essential).
- Child Safe Environments Training, or willingness to undertake upon commencement (essential).

Experience

- Lived experience of being a migrant, refugee or asylum seeker is desirable but not essential.
- Significant demonstrated experience in working with people from diverse communities and cultures.
- Experience in developing and delivering social, health, wellbeing and/ or recreational programs and activities.

- Experience in using strong political acumen to sensitively manage complex stakeholder viewpoints and needs, and to translate this into appropriate action/outcomes.
- Experience working collaboratively to achieve community development outcomes.
- Experience in contributing to reports, plans and submissions on complex social matters.
- Demonstrated ability to understand and interpret policy and legislation.
- Experience in managing a program budget.
- Experience in implementing effective work procedures, establishing goals and measuring effectiveness and outcomes.
- Experience and/or understanding of Records Management Responsibilities and Practices within local government.

Knowledge

- Demonstrated understanding of the Port Adelaide Enfield community and region, its cultural diversity and its demographic and social profile.
- Demonstrated knowledge of current trends and issues pertaining to migration, asylum seeking and settlement.
- Understanding of, and commitment to, principles and practices of community development.
- Knowledge of local agencies, relevant organisations and service providers.
- Knowledge of community engagement methods appropriate to working with diverse cultural communities.
- Knowledge of grant funding relevant to the community sector.
- Knowledge of Local Government functions, responsibilities and working relationship with other tiers of Government.
- Knowledge of common operational procedures and processes within a Local Government or similar setting.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

POSITION DESCRIPTION



Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____