

Aboriginal Advisory Panel (AAP) Liaison and Project Officer

Our City Vision:

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

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<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	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	<ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	<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

POSITION DESCRIPTION



The position is:

Position Title	Aboriginal Advisory Panel (AAP) Liaison & Project Officer		
Department & Section	Community Wellbeing Community Development		
Team	Community Wellbeing Community Development		
Reporting to	Community Wellbeing Manager		
Positions Reporting to it	N/A		
Classification and Stream	MOA Level 7		
Position Number		Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

This is an identified position where Aboriginal/Torres Strait Islander identity, cultural knowledge or connections are a genuine aspect of the role

This position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 65 of the Equal Opportunity Act 1984 (SA)

Note: any reference to Aboriginal people within this position description refers to Aboriginal and Torres Strait Islander peoples

How does this position contribute to our community?

- Fosters positive and effective relationships between the Aboriginal Advisory Panel (AAP), First Nations communities and Council.
- Advocates for the needs, interests and aspirations of First Nations and Torres Strait Islander peoples within the City.
- Enables the aspirations and perspectives of First Nations peoples to be reflected in Council activities.
- Ensures meaningful engagement and partnership-building with First Nations peoples.

What does the position do?

- Leads multi-disciplinary initiatives that deliver long-term strategic outcomes, including the development and delivery of First Nations action plans and projects aligned with Council's vision and priorities.
- Fosters culturally respectful engagement, incorporating First Nations perspectives, knowledge, and traditions into programming, and builds strong, collaborative relationships that support community aspirations.
- Considers and applies strong cultural and political acumen to manage complex stakeholder perspectives and translate them into practical solutions.
- Proactively identifies emerging issues and opportunities within local First Nations communities and collaborates with Council teams to design and implement responsive strategies, including policy development, programs and advocacy initiatives.
- Embeds compliance and governance frameworks into strategic planning to mitigate risk and supports trust, transparency and accountability.
- Fosters partnerships with internal and external stakeholders for the First Nations Community to advance diversity, equity, and inclusion strategies, and strengthen organisational culture.

POSITION DESCRIPTION



- Provides insights and recommendations to Senior Leaders, Executive Leadership and Elected Members that supports the development of organisational strategies and priorities.
- Provides specialist advice on First Nations matters, providing expert input into council-wide decision-making and policy development.
- Supports the Yitpi Yartapuultiku team to develop and maintain communication networks and strong stakeholder relationships with First Nations communities and stakeholders to ensure the successful delivery of project objectives and milestones.
- Provides confidential administrative support to the Council and AAP to support daily operations, by managing the flow of information to ensure the effective and efficient delivery of activities within agreed timeframes.
- Prepares and manages agendas, documents minutes, other correspondence and actions arising from the AAP meetings.
- Produces high-quality reports on First Nations issues, to inform strategic direction and support Council's decision making.
- Liaises with Community and Community Controlled organisations, connecting them to support and information.
- Engages with the Community and organisation to support community development goals.
- Manages financial transactions and program deliverables by planning, coordinating, and delivering budget-compliant activities, initiatives, and events, including reviewing their effectiveness.
- Coordinates the cross-council communication of AAP decisions.
- Responsible for coordinating and engaging external third-party providers to support program and operational needs as required.
- Works under limited direction with a high level of autonomy.
- Identifies solutions to complex problems using sound judgement.
- Undertaking other reasonable duties as required.
- May be required to work across different council locations.

What outcomes does the position deliver?

- Strong collaboration between First Nations communities and the Council.
- First Nations objectives are delivered in line with the AAP Terms of Reference.
- Increased engagement and strengthened capacity across Council and the Community through well designed programs and events.
- Provision of an internal consultancy service, which provides advice on First Nations policy matters, contributing to the development and monitoring of State, Federal, Council-wide strategies.
- Well planned and executed negotiations with State and Federal Government agencies on complex cultural and governance issues.
- Good Governance Practice.

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

- Alignment to PAE Values and Code of Conduct.
- Effective communication and information sharing.
- Cultural connection and acumen both with AAP members and Council.
- Political Acumen.
- Ability to manage competing timelines and priorities.
- Customer focused and passionate about delivering for our community.
- 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.

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- Adaptability and flexibility to new ideas and concepts.

Qualifications for the position

- Relevant qualification in Community Development is desirable.
- A Current Australian Driver's License is essential.
- Current DHS screening – Child, Aged and Vulnerable, or willingness to obtain prior to commencement.
- Child Safe Environments Training, or willingness to undertake upon commencement is essential.

Experience

- Demonstrated experience in Community Development with First Nations communities and organisations.
- Proven ability to apply a community development approach to create opportunities and improve outcomes.
- Experience in roles requiring strong cultural and political acumen to manage complex stakeholder perspectives and translate them into practical solutions.
- Skilled in working with Advisory Panels or like entities.
- Ability to manage multiple and diverse issues and broker effective solutions.
- Experience supporting and coordinating volunteers.
- Understanding and practical experience in Governance principles and practices.
- Experience delivering programs and initiatives in a community-based setting.

Knowledge

- High-levels of knowledge of Local First nations Community, culture and heritage.
- Understanding of services offered by Council.
- Understanding the principles of social inclusion, community development and social issues.
- Contemporary Community Development practices.
- Demonstrated knowledge of networks, agencies, services and resources relevant to First Nations peoples.
- Knowledge of relevant Commonwealth, State and local agencies and resources.

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 Councils 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

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.

POSITION DESCRIPTION



- 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.