

MANAGER YITPI YARTAPUULTIKU

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>
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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
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POSITION DESCRIPTION



The position is:

Position Title	Manager, Yitpi Yartapuultiku		
Department & Section	Community Development, Yitpi Yartapuultiku		
Team	Yitpi Yartapuultiku		
Reporting to	Director Community Development		
Positions Reporting to it	Partnerships and Programs Lead Operations Lead Workforce and Economic Participation Lead		
Classification and Stream	Salary package		
Position Number	2046	Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

How does this position contribute to our community?

The Manager, Yitpi Yartapuultiku provides cultural leadership, stewardship, operational and strategic management of Yitpi Yartapuultiku to ensure it operates as a culturally safe, welcoming and thriving place for First Nations peoples and the broader community.

What does the position do?

- Provide strategic, culturally informed leadership of Yitpi Yartapuultiku, ensuring long-term sustainability, cultural integrity and community relevance.
- Ensure the Centre operates as a culturally safe, welcoming and respected place for First Nations and non-First Nations people to learn, engage and experience Aboriginal cultures.
- Lead the delivery of day-to-day operations, ensuring the Centre is efficiently run, welcoming, and highly activated, within the context of the community co-leadership model.
- Lead financial and resource management, including budgeting, oversight of grants, income generation, procurement and reporting to support sustainability and compliance.
- Work in genuine partnership with Custodians, local First Nations communities, Elders, knowledge holders, the Aboriginal Advisory Panel (AAP), Council and partners to guide governance, activation and future growth.
- Lead and drive audience and visitor growth through proactive marketing and promotion, positioning the Centre as a recognised destination and value proposition to community, partners and funders, and supporting revenue generation, sponsorship and grant attraction.
- Lead strategic planning, business development, activation and day-to-day operations aligned with Council priorities and community aspirations.
- Manage overall performance of the Centre, ensuring delivery of Council-endorsed goals, strategies and measurable outcomes, while implementing effective reporting systems.
- Provide authoritative cultural and strategic advice to Council, Elected Members, the Executive Leadership Team and stakeholders on Aboriginal culture, heritage and community priorities.
- Lead and develop staff through culturally safe, inclusive and high-performing people management practices, building capability and positive workplace culture.
- As a senior leader in Council, contribute across the organisation to deliver Council's vision and strategies and model PAE values, undertaking other reasonable duties as required.

What outcomes does the position deliver?

- A thriving, culturally safe Aboriginal Cultural Centre, delivered in partnership with Cultural Custodians, grounded in community, culture and Country.
- Trusted and enduring relationships between Council, First Nations communities and key partners.
- Increased participation, leadership, wellbeing and economic opportunities for First Nations peoples, and stronger connection between First Nations and non-First Nations peoples.
- A well-governed, financially sustainable Centre with priorities and resources that are responsive to community needs.
- Yitpi Yartapuultiku established as a vital community place and recognised cultural destination, aligned with agreed strategic goals.

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

- Demonstrates culturally safe, respectful leadership grounded in Aboriginal ways of knowing, being and doing.
- Leads with integrity, accountability and sound judgement, modelling alignment with PAE Values and the Code of Conduct.
- Communicates clearly and respectfully, listening deeply and building trust across cultures, communities and stakeholders.
- Builds strong, respectful and productive relationships with community, colleagues, Elected Members and external partners.
- Provides strategic, future-focused leadership by setting clear direction, translating vision into action and delivering outcomes.
- Empowers, coaches and develops others, fostering an inclusive, high-performing team culture focused on community impact.
- Demonstrates adaptability, empathy and humility when responding to change and complex organisational, political and community environments.
- Applies innovative, Country-centred approaches to improve systems, services and community outcomes.
- Exercises responsible financial, resource and risk management, demonstrating political awareness and maintaining strong governance, safety and compliance standards.
- Engages and influences effectively, using strong negotiation, advocacy and relationship skills to resolve complex cultural matters.
- Commits to continuous learning, personal development and ongoing cultural leadership.

Qualifications for the position

- Relevant tertiary qualifications in Aboriginal Studies, Community Development, Arts and Culture, Business, Communications, Management, Social Sciences or a related discipline (desirable).
- A current Working with Children Check Clearance, or willingness to obtain prior to commencement (essential).
- A current Australian Driver's License (essential).

Experience

- Demonstrated experience in a senior leadership or management role within cultural, arts or community development settings (essential).
- Experience working with communities in respectful, culturally safe and community-led ways, supported by lived experience and a deep understanding of the systemic challenges faced by First Nations peoples.
- Proven experience leading strategic planning, organisational development and operational delivery within complex cultural, political and community environments, including experience within or alongside local government or public sector contexts.

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- Strong people leadership experience, including leading and developing teams, fostering inclusive and culturally safe workplaces, managing performance, and building organisational capability.
- Proven ability to build, lead and sustain strong partnerships with First Nations communities, Elders, knowledge holders, government agencies and sector stakeholders, using high-level consultation, negotiation and advocacy skills to balance competing interests and achieve positive outcomes.
- Demonstrated experience managing budgets, funding agreements and financial compliance, with a strong focus on accountability, stewardship and long-term sustainability.
- Experience providing strategic influence and advocacy within complex governance, political and community settings to support self-determination, cultural integrity and community-led outcomes.

Knowledge

- In-depth knowledge of First Nations cultures, histories and contemporary issues, including diverse perspectives, lived realities and the social determinants impacting First Nations peoples.
- Strong understanding of Aboriginal cultural governance, protocols, customs and culturally appropriate engagement practices, including the local Aboriginal community context within Port Adelaide Enfield and surrounding areas.
- Sound knowledge of the purpose, function and operating context of Aboriginal cultural centres and community facilities as community-led, public-facing venues with social, cultural and economic responsibilities.
- Knowledge of community development principles, community governance processes and best-practice community engagement methodologies that support culturally appropriate and community-led outcomes.
- Strong understanding of relevant legislation, policy frameworks and funding environments supporting Aboriginal community, cultural and social outcomes within a local government or public sector context.
- Understanding of sustainable business and revenue models for cultural centres and community venues, including programs, events, venue hire, partnerships, grants and sponsorships, while maintaining cultural integrity.
- Understanding of partnership-based delivery models, risk management, governance, compliance, procurement and contract management relevant to public-facing cultural facilities within a public sector or local government context.

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.
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team and encouraging the correct cyber security behaviours.
- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed.

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

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- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

Manager and Team Leaders

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section.
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures.
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable.
- Assist in early return to work strategies and participate and support injured workers in return to work processes.
- Consider WHS in recommendations made to the Executive Leadership Team and Council.
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable.
- Assist injured workers in the RTW process.

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.