

FIRST NATIONS ENGAGEMENT LEAD

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 We serve our community well • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • 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	First Nations Engagement Lead		
Department & Section	Community Development, Community Wellbeing		
Team	Community Wellbeing		
Reporting to	Community Wellbeing Manager		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 6		
Position Number	5076	Prescribed Position:	YES ☒ NO ☐

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 peoples within this position description refers to Aboriginal and Torres Strait Islander peoples.

How does this position contribute to our community?

The First Nations Engagement Lead provides specialist advice, leadership and coordination to strengthen Council's relationships with Kaurna and other First Nations communities. The role leads, and delivers, projects, engagements, policy, planning and partnership initiatives that improve social, cultural and economic outcomes.

What does the position do?

- Builds respectful, trusted and sustainable relationships with the Aboriginal Advisory Panel (AAP), Kaurna representatives, Aboriginal and Torres Strait Islander community members, businesses, organisations and relevant government stakeholders.
- Support the AAP and First Nations communities to identify priorities and develop strategies, projects and actions that respond to community need.
- Bring internal and external partners together to deliver practical actions that support Council, community and AAP priorities.
- Develop, implement and review First Nations engagement strategies, policies and plans that align with Council priorities and Closing the Gap commitments.
- Support First Nations voices in Council decision-making by preparing advice, reports, briefings and recommendations through appropriate governance channels.
- Plan, deliver and evaluate events, programs and initiatives that celebrate First Nations cultures and histories and strengthen community connection.
- Monitor and evaluate First Nations initiatives using evidence, community feedback and organisational priorities, and recommend improvements.
- Develop Council's cultural capability and engagement practice by providing specialist advice, guidance and support to relevant work areas.
- Lead culturally safe cultural mapping across the city to identify First Nations cultural knowledge, places, stories, strengths and priorities, working with Kaurna, Elders, the AAP, community and Council teams to inform planning, projects and decision-making.
- Coordinate multidisciplinary work across Council to deliver inclusive projects, manage risks and support agreed outcomes.
- Manage program deliverables, budgets and financial transactions in line with Council policy, approved budgets and agreed timeframes.
- Find opportunities to celebrate and communicate shared success between the AAP, Council and community.

- Undertake other reasonable duties as required.
- May be required to work across different Council locations.

What outcomes does the position deliver?

- First Nations community members are provided with culturally responsive opportunities to connect with Council, contribute to local priorities, and participate in civic and community life.
- Council strategies, plans, services, programs and initiatives are informed by First Nations voices, cultural knowledge, community engagement, research and evidence.
- Council priorities are progressed through well-developed strategies, action plans, partnerships, reporting and follow-up.
- Relationships, partnerships and collaborations which support First Nations engagement, cultural inclusion and community wellbeing outcomes are developed and maintained with relevant community groups, businesses, organisations and government stakeholders.
- High-quality advice, reports, briefings, recommendations and governance support are provided to enable informed decision-making and effective delivery of Council and AAP priorities.

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

- Demonstrates a customer focused approach and strong commitment to delivering positive outcomes for First Nations communities and the broader PAE community.
- Models alignment to PAE Values and acts in accordance with the Code of Conduct.
- Builds constructive, respectful and culturally responsive relationships with colleagues, community members and partner organisations.
- Solves problems, thinks innovatively and makes informed decisions in complex or sensitive situations.
- Shows initiative, accountability and follow-through in completing work and delivering agreed outcomes.
- Demonstrates a commitment to personal development, continuous improvement and cultural learning.
- Adapts positively and responds with agility to change, new ideas and shifting community or organisational priorities.
- Listens actively and communicates with clarity, empathy and professionalism.
- Operates with a high level of empathy, cultural humility and openness to ideas and diversity.
- Uses interpersonal, consultation and influencing skills to achieve constructive outcomes.
- Leads by setting a clear standard of excellence aligned to PAE Values.
- Uses Council resources responsibly and in line with approved budgets, policies and procedures.
- Demonstrates political awareness and sound judgement in working with internal and external stakeholders.

Qualifications for the position

- Relevant tertiary qualification is desirable, or equivalent experience in community development, engagement, Aboriginal affairs, public policy or a related discipline.
- A Current Australian Driver's License is essential.
- Current Working with Children Check, or willingness to obtain prior to commencement is essential.
- Child Safe Environments Training, or willingness to undertake upon commencement is essential

Experience

- Highly developed report writing skills, including preparation of briefings, discussion papers and recommendations.
- Supporting governance processes for advisory panels, committees or similar bodies, including reporting, action tracking and advice pathways.
- Applying contemporary community development, engagement and partnership principles and practices to complex community priorities.
- Providing specialist advice and recommendations on complex community, cultural, policy or stakeholder matters.
- Influencing, negotiating and brokering outcomes with diverse stakeholders, including community, government and internal decision-makers.
- Working to deliver programs, projects or initiatives in a community-based setting, including planning, implementation, monitoring and evaluation.
- Working across multiple and diverse issues, analysing risks and opportunities, and brokering practical solutions.
- Supporting volunteers.
- In governance practices, including coordinating meetings, agendas, minutes, actions and reporting for advisory panels or similar bodies.

Knowledge

- Understanding of services offered by Council.
- Applied understanding of social inclusion, contemporary community development, place-based practice and social issues relating to First Nations communities.
- Understanding of how to translate community priorities, cultural knowledge and evidence into practical strategies, advice and recommendations.
- Strong knowledge of Local First Nations Communities, cultural protocols and culturally responsive engagement practices.
- Strong understanding of First Nations policy frameworks, Closing the Gap priorities, cultural protocols and culturally responsive engagement practice.
- Knowledge of relevant Commonwealth, State and local agencies, policy frameworks, funding opportunities and resources.
- Knowledge of local government decision-making, governance, community engagement and policy development processes.
- Working knowledge of WHS, risk management, procurement and information management requirements relevant to the role.

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

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.