Position Description

Position Title:	Indigenous Engagement Officer (PN 2806)		
Position Type:	Maximum-Term Part-Time		
Department:	Community Partnerships		
Date Approved:	October 2026	**Version Number:**	1
Hours per week:	21	**Award Classification:**	Band 3 Level 2
FTE	0.6	**Salary Classification**	Grade 5

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position. Employees are expected to perform the duties and responsibilities of their position as outlined in their Position Description and as reasonably directed by their supervisor or manager.

1. Primary Objective (Role Purpose)

Lead culturally safe consultation with the Gumbaynggirr community to support inclusive, respectful and informed dialogue. This role aims to build understanding, strengthen trust, inclusion and social cohesion and create processes and protocols that support a culturally safe approach to indigenous engagement.

2. Key Accountabilities

- Lead culturally safe engagement with Gumbaynggirr organisations, community leaders and individuals to support inclusive, respectful and informed dialogue.
- Work with community and Council to design an inclusive engagement process and protocols that takes into account cultural knowledge and appropriateness.
- Utilise culturally appropriate community engagement strategies to work collaboratively with community groups, organisations, Elders and community members.
- Provides advice and guides engagement with the indigenous community to understand the appetite for the development of a Reconciliation Action Plan.
- Provide advice and identify training for Council staff (including Cultural Awareness Training) to improve Council's understanding of local Aboriginal culture and protocols to assist in culturally safe service delivery and promotion of an inclusive workplace.
- Provide reports to Council on relevant matters as required.
- Provide input into Council policies, strategies, and procedures where required.
- Undertake other duties as directed.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- This is an Aboriginal-identified position. Accordingly, identification as a member of the Aboriginal community is a requirement for the role.
- Relevant tertiary or vocational education qualifications in humanities or the social sciences and/or demonstrated equivalent knowledge, skills and experience gained through relevant work experience
- Current Class C Driver Licence.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, and contemporary issues.
- Strong community engagement skills, with demonstrated ability to build trust and effective partnerships and consult with Aboriginal community members and organisations.
- Experience in program coordination, project management, or community development within an Aboriginal context.
- High level written and verbal communication skills, including experience writing reports and delivering presentations to groups.
- Experience providing cultural advice, guidance, and support to non-Aboriginal organisations.

- Familiarity and connection with the culture, traditions, and history of Gumbaynggirr community (desirable).
- Accreditation in Community Engagement and/or Development e.g. IAP2 (desirable).
- Delivered community events, programs and activities, such as NAIDOC and Reconciliation Week (desirable).
- Prior experience in local government (desirable).

Skills

- Ability to plan, organise, set priorities, and manage time to ensure objectives are achieved within an agreed timeline.
- Intermediate to advanced Microsoft Office skills.
- Strong verbal and written communication skills.
- Awareness of cultural protocols and respectful engagement.

4. Supervision Received

This role reports to the Community Partnerships Coordinator.

5. Supervision Exercised

Nil.

6. Delegations

The Indigenous Engagement Officer will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»