


POSITION DESCRIPTION

	Position Title:	Aboriginal Community Development Officer
	Location /Branch/ Directorate:	Katoomba HQ / Environment /E&PS
	Position Classification:	Band: 3 Level: 3 Grade: 1

POSITION PURPOSE / OBJECTIVE

To coordinate and implement the Caring for Country Service, which includes improving social, cultural and economic outcomes for Traditional Owners and First Nation peoples of the Blue Mountains, and to integrate the Service into Council's delivery of land and water management programs.

This position will implement the following Key Outcomes for Aboriginal and Torres Strait Islander people outlined in Council's Community Strategic Plan 2035:

- Objective 2.4 Traditional Owners and the broader Aboriginal community are supported to connect to, care for and benefit from Country; and
- Objective 2.4a Work in partnership with Traditional Owners and other Aboriginal communities to Care for Country by respecting, sharing and incorporating traditional Indigenous knowledge.

RELATIONSHIPS

Reports to:	Manager Environment
Staff Responsibility:	Connecting to Country Officer
Key Internal Relationships:	All Council Groups
Key External Relationships:	Local Traditional Owners and First Nations peoples, Government and Non-Government Organisations and service providers.

SPECIFIC RESPONSIBILITIES

The **key responsibilities** for this position include:

- Implement the Community Strategic Plan 2035 Key action areas for Aboriginal and Torres Strait Islander people;
- Consider, plan and implement holistic Caring for Country outcomes in land and water management projects that respond to tangible and in-tangible Aboriginal and Torres Strait Islander cultural heritage and cultural values in collaboration with Traditional Owner;

- Contribute to the understanding and inclusion of Caring for Ngurra (Country) outcomes in strategic documents, plans and projects through engagement with Traditional Owners;
- Continue to consult and collaborate with Aboriginal communities on the management of Country to ensure compliance with the Gundungurra Indigenous Land Use Agreement (ILUA), The Gully Traditional Owners, and the Aboriginal Advisory Council;
- Act as one of two Council Native Title Managers under the Crown Lands Management Act.
- Continue to partner with the Gundungurra Traditional Owners through the ILUA and Dharug Traditional Owners through appropriate methods, to protect and understand their full history;
- Assist with the development and review of the Aboriginal Advisory Council's Strategic Plan on the commencement of a new Aboriginal Advisory Council term;
- Work with the Aboriginal Advisory Council to implement and complete the Aboriginal Advisory Council Strategic Plan, as appropriate;
- Explore and deliver opportunities for local agreements, such as Indigenous Land Use Agreements and co-management agreements;
- In partnership with Traditional Owners explore opportunities to generate direct social, economic and cultural benefit from Ngurra (Country) for Traditional Owners;
- Assist in the development and implementation of an 'Aboriginal on Country' economic development plan;
- Implement the City-wide Aboriginal language dual naming action plan subject to endorsement and as appropriate;
- Develop, manage and implement the Councils Connecting to Country Program including the supervision of the Connecting to Country Project Officer;
- Plan and assist with events such as NAIDOC.

WORKPLACE HEALTH & SAFETY

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

COMPLIANCE & RISK

You will support the team in ensuring that risk management responsibilities as described in council's Enterprise Risk Management (ERM) Policy and Procedure (the ERM Framework) are met, with the goal of ensuring that potential issues are identified and reported in a timely manner.

COMMUNICATION

The position will provide key specialist advice on Aboriginal & Torres Strait Islander matters to the organisation. Where appropriate, the position will also provide advice directly to the elected Council and to external government and non- government agencies. It will involve extensive liaison with the community and community organisations, and with external agencies regarding issues affecting the local Aboriginal Community - including the provision of services and facilities. A key aim of the position is to strengthen and build the relationship between Council and the Aboriginal & Torres Strait Islander community and Aboriginal organisations. In doing this the position will need to work with a cross section of Council staff working on Aboriginal & Torres Strait Islander related matters. All of the above will necessitate highly developed communication, conflict resolution and interpersonal skills.

JUDGEMENT & PROBLEM SOLVING

The position requires highly developed judgment, problem solving and project management skills and an ability to manage a number of projects at the one time. These skills will be required in dealing with complex issues concerning and affecting the local Aboriginal and Torres Strait Islander community. The portfolio responsibilities include promoting an understanding of Council policies and processes. The individual will draw on resources and knowledge from across Council, other organisations and the community in order to meet the specific responsibilities identified for the position.

AUTHORITY

1. Effective management of budget focus areas under their control, including a combined internal and external budget to \$50,000 and financial delegation to expend up to \$1,000.
 2. Effective management of delegations associated with the statutory functions of the position.
 3. Effective management of the relevant staff and associated leave, recruitment and performance management authorisations.
 4. Matters as delegated from Chief Executive Officer.
-

IDENTIFIED POSITION

Blue Mountains City Council considers that being an Australia Aboriginal or a Torres Strait Islander is an essential personal requirement for this role, in accordance with Section 14 & 21 of the Anti-Discrimination Act 1977 and under clause 26 of the Government Sector Employment (General) Rules 2014.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

- Australian Aboriginal and Torres Strait Islander (identified position)
- Tertiary qualifications in Social Sciences or related field and/or significant experience in an equivalent role
- Understanding of Indigenous Land Use Agreement and other co-management agreements
- Demonstrated understanding and experience of Aboriginal & Torres Strait Islander communities/ cultural issues and extensive experience working with Aboriginal & Torres Strait Islander communities
- Demonstrated skills and experience in assessing community needs including research, analysis, consultation and documentation of results
- High level communication (oral and written), negotiation and conflict resolution skills
- Ability to work effectively with a diverse range of stakeholders including Aboriginal & Torres Strait Islander residents, Aboriginal organisations, Council, Government and Non-Government agencies
- Well-developed project management and time management and computer skills
- Demonstrated ability to work independently and within a team
- Current drivers licence.

DESIRABLE

- Experience in working in or with Local Government
 - Knowledge and understanding of provisions of the NSW Local Government Act and the NPWS Act as it relates to the recognition and protection of Aboriginal cultural heritage
 - DPIE Native Title Manager Training
-

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Aboriginal Community Development Officer		
Responsible Manager/ Supervisor:	Manager Environment		
Signature:		Date:	09/05/2021

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS									
Heavy Manual Tasks	0	Pushing loads > 5kgs	1	Frequent bending/ stooping	0	Sitting for extended periods	3		
Light Manual Tasks	3	Pulling loads >5kgs	1	Repetitive Lifting	0	Standing for extended periods	1		
Trunk Twisting	0	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	0		
Climbing to access/ exit excavations	0	Throwing	0	Walking on uneven ground	0	Walking for extended periods	1		
Balancing	0	Crawling	0	Hearing above background noise	0	Depth Perception	0		
Colour Vision	0	Fine Manipulation	0	Shoveling/Digging	0				
WORKING CONDITIONS									
PHYSICAL									
Inside Work	3	Outside Work	0	High Temperatures > 38deg	0	Low Temperatures < 3 deg	0		
Operating Machinery	0	Working Near Machinery	0	Working at Heights	0	Noisy Work Areas	0		
Vibration	0	Confined Spaces	0	Prolonged Driving (periods > 2hours)	0	Working Alone	0		
Overhead Work	0	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	0		
CHEMICALS				BIOLOGICAL					
Dusts	0	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0		
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	0		
Gases/ Vapours	0	Odours	0	BIOMECHANICAL					
				Repetitiveness	3	Fatigue	0		
ASBESTOS									
Asbestos Awareness		√	None of the below				√		
Class B Asbestos Removal			Asbestos Removal and Supervision			Asbestos Assessor			
USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	0	Dust Mask/ Respirator	0	Protective Eyewear	0	Ear plugs/Muffs	0	Hard Hat	0
Provide a brief description of the job requirements:									
General office duties and some outdoor field and event based activities.									