

JOB PROFILE

Regional Community Liaison Officer



FIRST PEOPLES'
ASSEMBLY OF
VICTORIA

The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians through the Treaty process.

- Acting as the Aboriginal Representative Body to support Treaty negotiations; and
- Enabling Traditional Owners and Aboriginal Victorians to exercise sovereignty, the right to self-determination and other rights; including those contained in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

Location: 48 Cambridge Street, Collingwood VIC 3066

Reports to: Head of Engagement & Communications

Function: This role is responsible for providing high quality secretarial and administrative support to the Engagement Team, across a broad range of administrative functions, processes and systems, as well as offering support to the Engagement Project Officers during their events, both online and in person

Team: Engagement Team

Team Function: Facilitates consultations with the broader community to ensure their perspectives are considered in the Assembly's decisions. Also, responsible for growing the Aboriginal electoral role, increasing community participation in decision-making, and supporting elected Members to fulfill their responsibilities.

Classification FPAV 3.2

Salary Range Starting from \$ 83,000

Employment Type To be negotiated

Financial Authority: N/A

Direct Reports: N/A

Further information Amy Rust – AmyR@firstpeoplesvic.org

OPERATIONAL RESPONSIBILITIES

Description

Key Performance Indicators



Key Duties

- Work independently to provide confidential secretarial and administrative support, including diary management, travel management, digital and hard copy correspondence.
 - Coordinate meetings, prepare presentations and agendas, take minutes, and facilitate follow-up action/s.
 - Plan and organise online community-based events to build strong relationships, as well as contributing to in person events, where possible.
 - Assist the Engagement Project Officers with their events by offering recruitment support.
1. Provision of administrative support ensuring all travel schedules; digital & hard copy correspondence, and diary management is undertaken in a timely and efficient manner.
 2. Meetings are well organised, professionally documented, agenda items are actioned and followed through.
 3. Community-based events are well planned & organised, and successful in building and strengthening relationships.
 4. Engagement Project Officers highly value the administrative support provided in relation to the presentation and collation of feedback for the Assembly's consideration and action.
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Influence & Action

- Navigate Community politics and manage competing priorities to achieve objectives and project outcomes.
 - Collect and share ideas and information by working with members, and staff who play a critical role in achieving Treaties.
 - Promote and support the achievement of core values and build upon the reputation of the Assembly.
1. Manages community politics and priorities to ensure set objectives and project outcomes are achieved.
 2. Effectively generates ideas, shares information, and works with the Assembly's stakeholders for the advancement of the Treaty process.
 3. Plays a valuable role in promoting the Assembly's values and building upon its reputation.
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POSITION REQUIREMENTS

Skills, Competencies & Knowledge

- Skilled at providing a broad range of administration support (travel, diary management, correspondence, meetings etc.).
- Well-developed interpersonal, verbal, and written communication skills.
- Skilled at multi-tasking across a range of tasks and maintaining momentum.
- Excellent knowledge of Aboriginal Communities and organisations in Victoria.
- Excellent judgement and decision-making skills.
- Good understanding of MS Office suite.
- Sound understanding of CRM software applications.

Experience & Qualifications

- Experienced in providing administration support within a community engagement department/team.
- Experienced in working within tight deadlines and a fast paced, quickly changing environment.
- Experienced at working with Aboriginal communities in Victoria.
- Experienced in working to challenging deadlines and with multiple stakeholders.

Personal Attributes

- Open and respectful approach to work and community members.
- Highly organised with a strong attention to detail.
- Positive and self-starting attitude.
- Able to work well independently and also in a small team.
- Ethical and reliable with a strong sense of personal integrity.
- Proactive approach to problem solving.
- Able to perform under pressure and continue to adhere to company policies/values.

Behavioural Responsibilities

1. Company Culture, Image & Values - (as stated in Job Profile & Assembly's Policy & Procedures manual).
2. Acts Ethically & Complies with Policies - (in line with the Assembly's Policy & Procedures manual).
3. Team Focus - (i.e., considers the needs of the Assembly and their employees above their own).
4. Leads with Conviction - (positively impacts their people and the objectives of the Assembly).

A copy of the Behavioural Responsibilities to be provided as part of the onboarding process.
