

JOB PROFILE

Engagement Project Officer



The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians in the Treaty process, including by:

- Acting as the First Peoples' Representative Body to negotiate and agree Statewide Treaty and Interim Agreements,
- Acting as the Aboriginal Representative Body to support Treaty negotiations (including administering the Self-Determination Fund),
- 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:	Northwest Region
Reports to:	Head of Engagement and Communications
Function:	This role is responsible for engaging with local Aboriginal Communities, individuals, and organisations to educate them on the Treaty process and make sure their voice is heard.
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.



OPERATIONAL RESPONSIBILITIES

Description

Key Performance Indicators

Key Duties

- Plan and organise community-based events to build strong relationships.
 - Promote and encourage the Aboriginal Community to join the electoral roll.
 - Act as a sounding board by listening to the feedback from the Aboriginal Community.
 - Deliver community feedback to the Assembly.
1. Community based events are well planned & organised, and successful in building and strengthening relationships.
 2. Electoral roll continues to grow with new members from the Aboriginal Community.
 3. Valuable feedback is obtained from the Aboriginal Community and presented to the Assembly for consideration and action.

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. Community based events are well planned & organised, and successful in building and strengthening relationships.
 2. Electoral roll continues to grow with new members from the Aboriginal Community.
 3. Valuable feedback is obtained from the Aboriginal Community and presented to the Assembly for consideration and action.

POSITION REQUIREMENTS

Skills, Competencies & Knowledge

- 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.
- Sound understanding of CRM software applications.
- Good understanding of MS Office suite.

Experience & Qualifications

- Current open driver's license.
- Experienced at working with internal & external community stakeholders.
- Experienced in planning and organising community engagement events and activities.
- Experienced at working with Aboriginal communities in Victoria.
- Experienced in working to challenging deadlines and following a documented plan.
- Current Working with Children Check.

Personal Attributes

- Open and respectful approach when dealing with sensitive cultural issues.
- Positive and self-starting attitude.
- Ability to work well independently and also in a small team.
- Highly ethical, reliable with a strong sense of personal integrity.
- Able to perform under pressure and continue to adhere to company policies/values.

Behavioural Responsibilities

1. Assembly Ethical Values & Compliance with Policies – Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in the Assembly's Standards of Conduct Policy, and adheres to all other Assembly Policies.
 2. Team Focus – Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
 3. Personal & Professional Development – Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.
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