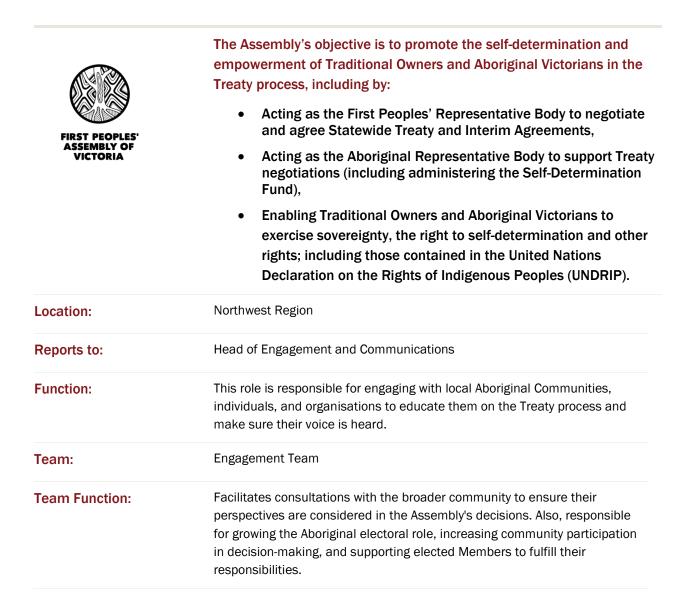
JOB PROFILE

Engagement Project Officer







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.
- 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.
- 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

- <u>Assembly Ethical Values & Compliance with Policies</u> 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.
- <u>Team Focus</u> 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.
- Personal & Professional Development Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.



