

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:	Southeast Region
Reports to:	Head of Engagement and Communications
Function:	This role is responsible for engaging with local Aboriginal Communities, individuals, and organisations in order 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.
Classification	FPAV 4.1
Salary Range	From \$ 85,000 (per annum, full-time equivalent) plus salary packaging, and superannuation, based on experience and expertise
Employment Type	Full-time
Identified Role	This is an Aboriginal and/or Torres Strait Islander Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.
Further information	Please contact Stephanie Ross, Community Engagement Manager at stephanier@firstpeoplesvic.org



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.
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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. 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.
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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.
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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.
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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.
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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.
