

JOB PROFILE

Community Liaison 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).

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.

Location:

73 George St Morwell 3840

Reports to:

Engagement Events & Community Liaison Manager

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 information sharing, increasing community participation, and their perspectives are considered in the Assembly's decisions.

Classification:

FPAV 3.2

Salary Range:

From \$83,000 [gross, per annum, full-time equivalent]

Employment Type:

Full-Time, Ongoing



OPERATIONAL RESPONSIBILITIES

Description

Key Performance Indicators

Key Duties

The Community Liaison Officer works independently to provide support for day-to-day operations of Engagement team. Responsibilities may include but not limited to

- Confidential secretarial and administrative support:
 - Travel management including completion of travel requests and related bookings
 - Preparation of presentations and agendas
 - Coordination of meetings, minutes taking, facilitating follow up actions
 - Preparation of correspondences
 - Shared mailbox, diary and calendar management
 - Systems and Sharepoint page are up to date
 - Assembly and community-based events support:
 - Assist with the organisation, planning and delivery of Assembly events, including internal events and community based outreach initiatives. This includes active participation in working groups and cross departmental event planning to ensure a coordinated and strategic approach to engagement
 - Assembly and Community Based outreach events include, but not limited to, Statewide Gatherings, Traditional Owner Forums, ACCO Forums, Regional Gatherings, NAIDOC Week events, prison visits and other culturally significant community engagement
 - Collation of post events feedback to be reported for feedback loops discussions and actions
 - Travel across regions for events when needed
 - Assist with other ad hoc events
 - Office support:
 - Ordering and maintaining office supplies
 - Assist in creating and observing safe work practices in compliance with OH&S guidelines
 - Merchandise organisation
 - Receptionist duties
 - Relationship management:
 - Support and maintain effective relationships with Assembly Members, community Members and Stakeholders
 - Develop effective working relationships with other teams within the assembly
1. Secretarial and Administrative Support - Engagement Project Officers and key stakeholders feel supported with confidence in timely and accurate documentation of data, information and systems
 2. Community Reach & Impact - Evidence of strengthened relationships with community members and organisations through well planned events and strategic engagement
 3. Working Group Contribution - Active participation in working groups, with contributions leading to tangible outcomes that enhance Assembly events and initiatives
 4. Event Execution and Success - Events are well organised, culturally safe and meet strategic objectives, with positive feedback from attendees and stakeholders
 5. Post Event Reporting & Action - Effective collation of post event feedback, with insights facilitating feedback loops and used to improve future engagement activities
 6. Regional Coordination & Strategic Planning - CLO's effectively liaise with their regional teams, ensuring alignment with strategic priorities and engagement targets

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.
- Current Working with Children Check.

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 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. 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.

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