



Community Engagement Officer, Closing The Gap

Key Position Information	
Job Title	Community Engagement Officer, CTG
Business Unit	Governance
Location	Sydney, NSW
Reports to	Director, Governance
Status	Fixed Term, Full Time (35 hours / week)
Salary	SCHADS Level 4, Pay point 1 [enter] plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial Delegation	Category TBC (total budget to be determined)
Direct Reports	Nil

About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them

- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity.

Role Purpose

The Community Engagement Officer supports, designs and facilitates community engagement activities and develops related materials relating to Closing the Gap in NSW. The role has oversight in the delivery of sector and community engagement activities to increase AbSec's presence and profile. The role also has the responsibility to report back on all community engagement and consultations to inform AbSec's policy and systemic advocacy responses.

Position Requirements

Demonstrated experience in community engagement in an Aboriginal community context.
 Demonstrated project management skills with well-developed time management and ability to plan workload, prioritise and meet deadlines.

Function	Key Accountabilities
Operational	<ul style="list-style-type: none"> ▪ Facilitating the development of high-quality communication materials for Aboriginal organisations and communities to support understanding of Closing the Gap and other AbSec policy and advocacy agendas. ▪ Developing and implementing communication plans that builds public understanding and support for the work of AbSec relating to Closing the Gap and other AbSec policy and advocacy agendas. ▪ Advising the CEO and Executive on community engagement activities relating to Closing the Gap. ▪ Maintaining a comprehensive understanding of best practice Aboriginal community engagement. ▪ Coordinating with other community engagement project teams to ensure consistency in approaches to community engagement, while also supporting specific community engagement activities appropriate to AbSec. ▪ Preparing materials, organising and managing community engagement activities relating to Closing the Gap. ▪ Establishing ongoing mechanisms to capture information for use in advocacy, policy development and strategy. ▪ Representing the CEO in meetings with a range of internal and external stakeholders. ▪ Undertake other duties within the scope of this role, as directed.
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve AbSec's project objectives. ▪ Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with AbSec Policies and Procedures. ▪ Participate in organisational and professional development activities as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer and Directors. ▪ All staff to ensure robust input into activities. ▪ Community engagement project team to contribute to directions and implementation activities on organisational objectives. ▪ Aboriginal community-controlled agencies, including member agencies. ▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Demonstrated commitment and capacity to promote the rights, interests and aspirations of Aboriginal people.
- Demonstrated experience in community engagement in an Aboriginal community context.
- Excellent interpersonal and oral communication skills with the ability to build effective relationships with Aboriginal peoples and communities and to collaborate to achieve their objectives.
- Effective project management skills with well-developed time management skills to plan workload, prioritise and meet deadlines.
- Demonstrable personal drive, integrity and capacity to work in a team.
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.
- Travel within NSW is required for this position.

Practical Requirements

- A 'C class" driver's licence is essential.
- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.