



Community Engagement Officer, Aboriginal-led Commissioning

Key Position Information	
Job Title:	Community Engagement Officer
Business Unit:	Sector Operations
Location:	Sydney, NSW
Reports to:	Project Manager, Aboriginal-led Commissioning
Status:	Fixed Term, Full Time (35 hours / week)
Level:	SCHADS Level 4 \$90,000 plus superannuation, commensurate with skills and experience (not-for-profit salary packaging available)
Financial Delegation:	Nil
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) is 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 provides leadership and support in the design and facilitation of community engagement activities relating to Aboriginal-led Commissioning. The role also supports the delivery of other sector and community engagement activities to increase the presence and profile of AbSec. The role has the responsibility to report back on all community engagement and consultations to inform Aboriginal-led Commissioning, and AbSec’s policy and systemic advocacy responses.

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 Aboriginal-led Commissioning and other AbSec policy and advocacy agendas. ▪ Developing and implementing community and stakeholder engagement plans and communication plans that build public understanding and support for the work of AbSec relating to Aboriginal-led Commissioning and other AbSec policy and advocacy agendas. ▪ 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 Aboriginal-led Commissioning. ▪ Representing AbSec in meetings with a range of internal and external stakeholders, such as reference groups, committees, inter-agency groups and public forums as agreed with by the Project Manager. ▪ Carry out all duties in a manner consistent with the AbSec Strategic Plan and policies.
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve the Aboriginal-led Commissioning project objectives. ▪ Act in accordance with AbSec values, challenge practices inconsistent with these values and use values as a basis for managing relationships and decision-making. ▪ Comply with AbSec policies and procedures. ▪ Participate in organisational and professional development activities. ▪ Share knowledge and skills across the organisation and contribute as a member of a team to the smooth operation and good reputation of AbSec. Perform other duties consistent with the position.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer, Director, Sector Operations, Managers and all staff to ensure robust input into activities. ▪ 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. ▪ NSW Government and Child and Family Sector partnerships for Aboriginal-led Commissioning.

Selection Criteria

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

- A minimum of 3 years' job related experience in community engagement, stakeholder relations or relevant field.
- Commitment and capacity to promote the rights, interests and aspirations of Aboriginal people.
- Experience working with Aboriginal communities.
- Extensive knowledge and understanding of the non-government sector especially related to Aboriginal Community Controlled Organisations, out-of-home care and child protection.
- Excellent interpersonal and oral communication skills with the ability to build effective relationships and collaborate with Aboriginal peoples and communities, and other stakeholder to achieve their aspirations.
- Personal drive, integrity and capacity to work independently and as part of a team.
- Ability to use sound judgement, discretion and maintain a high level of confidentiality.
- Travel within NSW is required for this role.

The following are desirable:

- Relevant tertiary qualification, or other relevant discipline.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Employment will be subject to a National Police Clearance and an 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.
- Work outside of the normal hours of duty and some business travel may be required.
- A "C class" driver's licence is essential.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- This is an identified position for Aboriginal and Torres Strait Islander People authorised under Section 14(d) of the Anti-Discrimination Act 1977.