



Senior Project Officer, Aboriginal-led Commissioning

| Key Position Information | |
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| Job Title | Senior Project Officer |
| Business Unit | Sector Operations |
| Location | Sydney, NSW |
| Reports to | Project Manager, Aboriginal-led Commissioning |
| Status | Fixed Term, Full Time (35 hours / week) |
| Award Classification | 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 |
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| <p>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.</p> <p>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.</p> <p>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.</p> <p>AbSec Principles</p> <ul style="list-style-type: none"> ▪ 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 Senior Project Officer will perform a wide range of administrative, office, reporting and project-related tasks to support to the Aboriginal Led Commissioning project. This includes providing leadership in the planning and coordination of initiatives to support successful delivery of project outcomes.

| Function | Accountabilities |
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| Operational | <ul style="list-style-type: none"> ▪ Provide wide ranging project support to the Project Manager and the team to meet project objectives. ▪ Participate in project wide team meetings and all staff meetings. ▪ Assist in the preparation of reports, submissions, presentations and papers for internal and external stakeholders. ▪ Undertake other duties within the scope of this role. ▪ Develop and maintain effective relationships with government, members, community organisations and other stakeholders in the project. ▪ Participate in relevant meetings as agreed by the Project Manager or Executive Leader. |
| Organisation Contribution | <ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve Aboriginal-led Commissioning project objectives. ▪ Consistently 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 as specified. ▪ Undertake other duties within the scope of this role. |
| Key Relationships | <ul style="list-style-type: none"> ▪ Chief Executive Officer, Director Sector Operations, Managers and all staff to ensure robust input into activities. ▪ 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' experience in project management, or relevant field.
- Ability to undertake, prioritise and deliver a range of complex project and administrative tasks on time.
- Excellent interpersonal and effective communication skills to build relationships and collaborate with Aboriginal peoples and communities and other stakeholders.
- Strong knowledge and understanding of the non-government sector especially related to Aboriginal community-controlled organisations, out-of-home care and child protection.
- Understanding of issues impacting Aboriginal families and communities.
- High level of analytical skills with strong attention to detail.
- Ability to use sound judgement and discretion and maintain confidentiality.
- Personal drive, integrity and capacity to work independently and as part of a team.
- Travel within NSW is required for this position.

The following are desirable:

- Relevant tertiary qualification, or other relevant discipline.
- Experience working in a not-for-profit organisation or organisation supporting Aboriginal communities.
- Demonstrated understanding and experience in any of the following areas: procurement, commissioning, evaluation and related policy.

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.
- 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.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.