



## Community Engagement Officer - Policy & Advocacy

Key Position Information	
Job Title	<b>Community Engagement Officer, Policy &amp; Advocacy</b>
Business Unit	<b>Policy &amp; Advocacy</b>
Location	<b>Sydney</b>
Reports to	<b>Director, Policy and Advocacy</b>
Status	<b>Fixed Term, Full Time (35 hours / week) until 30 June 2025</b>
Level	<b>SCHADS Level 4</b>
Financial Delegation	<b>Nil</b>
Direct Reports	<b>Nil</b>

About AbSec
<p><b>AbSec – NSW Child, Family and Community Peak Aboriginal Corporation</b> – is the peak organisation for Aboriginal children and families in NSW. We work to empower Aboriginal children, young people, families, and communities impacted by the child protection system. Central to our work is supporting and building a quality Aboriginal community-controlled child and family sector to deliver needed supports in Aboriginal communities across the state. AbSec is a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.</p> <p>AbSec provides child protection and out-of-home care policy, research and advocacy advice on issues affecting Aboriginal children, young people, families and carers. This work is informed by our membership base and community to ensure that Aboriginal perspectives are included in government policy and reform directions and decisions.</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><b>Our Vision:</b>          Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities. They are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.</p> <p><b>AbSec principles:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Acknowledgement and respect</b> – 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.</li> <li>▪ <b>Professionalism and integrity</b> – 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.</li> <li>▪ <b>Self-determination</b> – 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.</li> </ul>

- **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 to inform AbSec’s policy, research and advocacy work. The role will involve preparing accessible and meaningful resources for community and sharing and reporting on all community engagement and consultations so that community views and priorities inform the changes that AbSec campaigns for in our systemic policy and advocacy responses.

The role has oversight in the delivery of sector and community engagement activities to increase AbSec's presence and profile. As changes in policy and ways of working happen, the Community Engagement Officer has responsibility for reporting back to community, so we create a strong and genuine feedback loop.

### Position Requirements

- Demonstrated experience in community engagement in an Aboriginal community context.
- Demonstrated project management skills including well developed time management and ability to plan workload, prioritise, and meet deadlines.
- Interest in the way policy and practice settings and community voice can influence outcomes for Aboriginal children, families, and communities.

Function	Key Accountabilities
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Facilitating the development of high-quality communication materials for Aboriginal organisations and communities to support understanding of AbSec policy, research, and advocacy agendas.</li> <li>▪ Developing and implementing communication plans that build public understanding and support for the work of AbSec as a leading voice in advocating for systemic policy change.</li> <li>▪ Advising the CEO and Executive on community engagement activities relating to the program.</li> <li>▪ Maintaining a comprehensive understanding of best practice in Aboriginal community engagement.</li> <li>▪ 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.</li> <li>▪ Preparing materials and reporting on community engagement activities so that community views and priorities inform AbSec’s campaigns.</li> <li>▪ Establishing ongoing mechanisms to capture information for use in advocacy, policy development and strategy.</li> <li>▪ Representing AbSec in meetings with a range of internal and external stakeholders.</li> </ul>
<b>Organisation Contribution</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with members of the Policy and Advocacy team and all AbSec staff to achieve AbSec project objectives.</li> <li>▪ Consistently act in accordance with AbSec’s values, challenges practices inconsistent with these values and uses values as a basis for managing relationships and decision-making.</li> <li>▪ Comply with AbSec Policies and Procedures.</li> <li>▪ Participate in organisational and professional development activities as directed.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</li> </ul>

<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ Chief Executive Officer and Executive.</li> <li>▪ Policy and Advocacy colleagues.</li> <li>▪ All staff to ensure robust input into activities.</li> <li>▪ Community Engagement Officers across AbSec teams to contribute to directions and implementation activities on organisational objectives.</li> <li>▪ Aboriginal community-controlled agencies, including member agencies.</li> <li>▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives.</li> </ul>
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<b>Selection Criteria</b>
<p><b>The occupant of this position will be able to demonstrate the following criteria:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated commitment and capacity to promote the rights, interests, and aspirations of Aboriginal people.</li> <li>▪ Demonstrated experience in community engagement in an Aboriginal community context.</li> <li>▪ 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.</li> <li>▪ Effective project management skills with well-developed time management skills to plan workload, determine priorities, and meet deadlines.</li> <li>▪ Interest in the way policy and practice settings and community voice can influence outcomes for Aboriginal children, families, and communities.</li> <li>▪ Demonstrable personal drive, integrity, and capacity to work in a team.</li> <li>▪ Understanding and commitment to the effective implementation of Workplace Health &amp; Safety and Equal Employment Opportunity practices.</li> <li>▪ Travel within NSW is required for this position.</li> </ul>

<b>Practical Requirements</b>
<ul style="list-style-type: none"> <li>▪ A “C class” driver’s licence is essential.</li> <li>▪ The preferred candidate will be engaged on a fixed term contract.</li> <li>▪ Work outside of the normal hours of duty and some business travel may be required.</li> <li>▪ Employment will be subject to a National Police Clearance and an NSW Working With Children Check.</li> <li>▪ 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.</li> <li>▪ Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.</li> <li>▪ This is an identified position for Aboriginal and Torres Strait Islander People authorised under Section 14(d) of the Anti-Discrimination Act 1977.</li> </ul>

