



# Cultural Project Manager

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Operations Support

**Position Description Number:**

218441

**Directorate / Command / District / Division:**

Aboriginal Affairs Division

**Level:**

Level 6

**Business/Work area:**

Cultural Projects and Governance

**Employment Conditions**

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Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

**Position Objective**

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Leads and manages interconnected strategic projects to provide essential oversight over cultural protocol requirements and recommendations impacting all areas of policy, strategy, awareness, events and projects.

**Role of Work Unit**

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The Aboriginal Affairs Division is responsible for fostering stronger relationships between Police and Aboriginal and Torres Strait Islander peoples, through innovative immersion and culturally appropriate training integrated into daily police practice. The division recognises that any growth and improvement in Aboriginal and Torres Strait Islander Affairs within the modern policing environment, must be pursued with respect for history and culture plus an understanding and appreciation of the challenges of day-to-day policing.

**Reporting Relationships**

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This position reports to:

- Assistant Divisional Officer, Inspector

Direct reports to this position include:

- Project Officer, Sergeant
- Community Diversity Officer, Level 4
- Project Officer, Constable

Total number of positions under control: 3

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## Key Accountabilities

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### 1 Cultural Governance and Projects (50%)

- 1.1 Oversees the development, implementation, and service delivery of cultural competency projects within the agency, including cultural awareness and training packages.
- 1.2 Supports projects/programs through the provision of professional and cultural advice to ensure culturally responsive project delivery and successful achievement of project outcomes.
- 1.3 Coordinates and manages the investigation and analysis of complex issues, policies, practices and/or procedures to identify relevant factors and provides recommendations for further consideration or action.
- 1.4 Coordinates and executes events, aligned to reflect cultural themes, goals and values.
- 1.5 Develops guidelines and frameworks for cultural project implementation and evaluation.
- 1.6 Develops and maintains relationships with internal and external stakeholders and undertakes comprehensive consultation regarding operational and policing issues to inform on policy direction and service delivery.
- 1.7 Engages in a culturally appropriate manner with a variety of stakeholders through various engagement mechanisms.
- 1.8 Represents the Western Australia Police Force at internal and external committees.

### 2 Management (45%)

- 2.1 Leads the Cultural Project and Governance unit and participates as a member of the management group.
- 2.2 Manages, develops and guides work plans for staff within direct control in accordance with the division's action plans that relate to Aboriginal, multicultural, disability and diverse sexuality and gender responsibilities.
- 2.3 Conducts research into matters relevant to Aboriginal cultural governance and provides advice and direction to; Cultural Project and Governance Unit, Aboriginal Affairs Division management team and WA Police Force.
- 2.4 Prepares reports, briefing notes, responses, recommendations and papers on relevant strategic and corporate issues on behalf of the agency.

### 3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Builds and maintains collaborative relationships with Aboriginal communities, developing and enhancing trust, and promoting mutual respect and greater safety.
- 3.4 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

Being of Aboriginal background is a genuine occupational qualification for this position within the meaning of Section 50(d) of the *Equal Opportunity Act 1984* (WA). Therefore, only applicants of Aboriginal background will be considered.

## Work Related Requirements

### Essential

Knowledge of and/or experience of issues affecting Aboriginal communities, particularly within the policing environment and the criminal justice system

Knowledge and/or understanding of Aboriginal culture and ability to engage and build strong, respectful relationships with Aboriginal people

Understanding of the WA Police Force commitment to cultural security and reconciliation

Project management skills

Management and leadership skills

Communication skills

Analytical and conceptual skills

### Desirable

Knowledge of national policing issues

### Context in which work related requirements will be applied and or general standard expected.

Western Australia has one of the highest rates of detention of young people nationally and the highest national rate of detention of Aboriginal people. An Aboriginal person is significantly more likely than a non-Aboriginal person to be detained. Keeping out of the justice system through diversion and early intervention is an effective way to reduce further offending.

Managing and undertaking research, planning, reporting and evaluation for projects with a strategic and organisational impact. Providing guidance and advice on the best approach to achieving Indigenous service development outcomes. Monitoring milestones and timelines. Managing progress of across agency Indigenous development priorities.

Leading and motivating teams to perform effectively and achieve required outcomes.

Developing and maintaining positive relationships with members of diverse communities. Participating on committees, working groups and within a team. Communicating complex issues effectively and succinctly to senior personnel. Preparing policies, reports, papers, guidelines, briefing notes and other internal and external written documents

Identifying, analysing and conceptualising issues. Lateral thinking.

Relating to Commonwealth, State/Territory issues and trends, and their impact/relevance to the WA Police Force.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Leaders**.

## Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer, Organisational Design and Analysis	Julie Norrish	19/01/2026
Assistant Director, Aboriginal Affairs Division	Mechelle Turvey	14/01/2026