

Position Description

Position Title: *Aboriginal Liaison Officer*

Classification Level: *Level 4*

Position Number: *100743*

Reports to: *Program Manager (Yamatji Nations), Level 6*

Directorate / Division: *Regional Delivery*

Supervises: *Nil*

Branch / Section: *Mid West Gascoyne Region*

Location: *Geraldton*

Role summary

The Aboriginal Liaison Officer is responsible for assisting in the delivery of the Department of Water and Environmental Regulation's obligations under the Yamatji Nations Indigenous Land Use Agreement and being an integral cultural link between the Department and the Yamatji Southern Regional Corporation (YSRC).

Under the guidance of the Program Manager (Yamatji Nations) This position will assist in facilitating the effective delivery of the Department's project agreements under the Yamatji Nation Indigenous Land Use Agreement. By working in close collaboration with the YSRC and local Aboriginal people, this role will support the implementation of the water monitoring training package and the identification, protection and enhancement of Aboriginal water sites. The role will also assist the YSRC to understand and navigate the Department's regulatory requirements for the Groundwater Investigations Project and for the implementation of the Strategic Aboriginal Water Reserves.

Responsible for

- Assisting with facilitating the on-ground delivery of the water monitoring training program and the Aboriginal water sites restoration project.
 - Providing support, advice and mentoring to water monitoring trainees throughout the program.
 - Liaising with the Yamatji Southern Regional Corporation, other agencies, local stakeholders and contractors.
 - Supporting the development and implementation of DWER policy and processes for the Groundwater Investigation Project and Strategic Aboriginal Water Reserves.
 - Building effective relationships with stakeholders and providing a high standard of customer service.
 - Complying with public sector legislative requirements and departmental policies, procedures, including exercising given delegations.
 - Assisting the preparation and drafting of correspondence and other documents as directed as.
 - Record keeping, adhering to project budgets and timelines and contribute to project reporting.
 - Undertaking additional duties within the skill and scope of position capabilities and departmental needs.
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Work related requirements

The following is to be read in the context of the preceding sections of this document.

Essential

1. Under Section 50D of the Equal Opportunity Act 1984, Aboriginality is a genuine qualification for this position.
2. Demonstrated organisational skills with the ability to work in teams and independently to meet timelines.
3. Well developed conceptual, analytical, and problem-solving skills with the ability to analyse information and communicate recommendations.
4. Good verbal and written communication skills, with the ability to liaise, negotiate and present messages in a clear, concise, and articulate manner.
5. Good interpersonal skills including the ability to negotiate, consult and work collaboratively with a diverse range of stakeholders including the awareness of cultural differences and sensitivities.
6. Demonstrated experience working with Aboriginal people, groups and community to achieve results

Desirable

7. Tertiary qualifications in a relevant field and/or substantial experience and knowledge related to the role.

Our Values



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.

Special Equipment/Requirements

Current "C" Class Drivers Licence.
