

Position Description

Position Title: Senior Aboriginal Liaison Officer

Classification Level: Level 5

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 Senior 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).

This position will play a key role in facilitating the effective delivery of the Department's 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 Departments regulatory requirements for the Groundwater Investigations Project and for the implementation of the Strategic Aboriginal Water Reserves.

Responsible for

- 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, influencing, negotiating and contributing to solutions with internal and external clients on issues and matters relating to the project.
 - Liaising with the Yamatji Southern Regional Corporation, other agencies, local stakeholders and contractors.
 - Providing external support on DWER policy and processes for implementation of the Groundwater Investigation Project and Strategic Aboriginal Water Reserves.
 - Maintaining and developing positive 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.
 - Prepares draft correspondence and other documents on behalf of the Decision Maker.
 - 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 experience in coordinating and managing projects or programs.
3. Demonstrated organisational skills with the ability to work in teams and independently to meet timelines.
4. Conceptual, analytical, and problem-solving skills with the ability to develop practical and innovative solutions.
5. Demonstrated verbal and written communication skills, with the ability to liaise, negotiate and present messages in a clear, concise, and articulate manner.
6. Demonstrated 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.
7. Demonstrated experience working with Aboriginal people, groups and community to achieve results

Desirable

8. 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.
