



Position Description

Aboriginal Advancement Coordinator

Aboriginality is genuine occupational qualification for this position (within the meaning of Section 50D of the Equal Opportunity Act 1984).

Position Number: 100745

Reports to: Senior Manager, Aboriginal Advancement Level 8

Classification Level: Level 5

Directorate / Division: Strategy and Engagement

Supervises: None

Branch / Section: Strategy and Engagement

Location: Joondalup

Role summary

The Department of Water and Environmental Regulation (DWER) actively seeks positive and strong relationships with Aboriginal people and communities in Western Australia that maximise opportunities for a healthy environment and sustainable water resources.

The Aboriginal Advancement Coordinator is responsible for coordinating a consistent approach across the Department's work to support Aboriginal outcomes. This involves monitoring and reporting on our progress to Corporate Executive, juggling complex projects and meeting deadlines and enabling and empowering our staff to deliver our commitments to Aboriginal people.

The Aboriginal Advancement Coordinator will also support and grow our engagement and contribution to broader Government Aboriginal engagement agendas and support staff to liaise and partner with our Aboriginal stakeholders.

Responsible for

- Providing a first point of contact for Aboriginal engagement correspondence and initiatives including whole-of government activities. Preparing responses as required.
 - Planning, organising and undertaking complex projects relating to Aboriginal Engagement and Empowerment
 - Reviewing, tracking and reporting work led by others in relation to Aboriginal Advancement.
 - Supporting the development of agendas, minutes and action tracking for advisory and working groups.
 - Providing support to Department working groups. Arranging meetings, taking minutes and following up actions.
 - Developing and maintaining mutually beneficial partnerships with Aboriginal people and groups.
 - Maintaining positive and productive internal and external relationships.
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Work related requirements

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

Essential

- Under Section 50D of the Equal Opportunity Act 1984, Aboriginality is a genuine qualification for this position
- Demonstrated project management skills, including strong organisation skills and the ability to monitor/report progress.
- Demonstrated verbal and written communication skills, with the ability to listen, negotiate and present articulately.
- Demonstrated ability to be a positive influence for change, presenting actionable solutions to meet challenges.
- Ability to design and deliver workshops and events that bring complex stakeholders together to move ideas forward.
- Ability to develop and leverage relationships and networks to support the Department to deliver sustainable, healthy WA land, water, and environment.

Desirable

- Demonstrable experience in similar roles and evidence of positive results.
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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

Ability for independent travel.