**Job Description Form**

**Aboriginal Community Liaison Officer (50d)**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 4

**Award / Agreement:**  PSA 1992 / PSCSAA 2021

**Organisational Unit:** Community Services / Services & Operational Improvement

**Location:** Northern Goldfields and East Murchison

**Classification Date:**

**Effective Date:** November 2021

**Reporting Relationships**

**This position reports to:**

Director Community Programs, 010280, Level 8

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome-based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place-based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

The role of the Aboriginal Community Liaison Officer (ACLO) is to enable ongoing community engagement and participation with the local community and relevant stakeholders to co-design locally owned and driven solutions to community issues. The ACLO provides the necessary link to engage in a proactive community policy appropriate for the region.

The ACLO will support the development of a co-design initiative that will better reflect community need and the impact of transient populations across the region. The role involves internal and external consultation, project co-ordination, policy and procedure development, and representation in networking and various forums where required.

The key objectives of the ACLO are:

* help build a solid foundation of trust and respect between Communities and the Aboriginal community
* maintain positive partnerships to foster communication and interaction between Communities and the Aboriginal community to resolve issues
* improve understanding between Communities and the Aboriginal community to support positive aspirations
* provide a strategic link between Communities and key Aboriginal community stakeholders.

**Duties and Responsibilities**

**1. Liaison and Cultural Advocacy**

1.1 Acts as advocate, interpreter and cultural resource to Aboriginal community members.

1.2 Leads the co-design initiative & processes in North Goldfields / East Murchison.

1.3 Develop and support implementation of various initiatives within their local communities.

1.4 Assist in building solid relationships between Communities and Aboriginal people in the region.

1.5 Liaise with appropriate Government Departments on behalf of Aboriginal people.

1.6 Participates in Aboriginal Reference Group meetings in the region.

1.7 Maintains effective communication with all staff using appropriate channels.

1.8 Assists in the resolution of community member’s complaints.

1.9 Provides advice in the development of culturally safe procedures.

**2. Other**

2.1 Participate in performance development, quality improvement programs and accreditation activities.

2.2 Attends education programs related to the role and implements initiatives for better working practices.

2.3 Reports incident, accident/error events.

2.4 Maintains confidentiality.

2.5 Other duties as requested by the Regional Executive Director.

**3. Corporate Responsibilities**

3.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

3.2 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.

3.3 Undertakes other duties as required.

**Essential Work-Related Requirements (Selection Criteria)**

1. Aboriginality is a genuine requirement for this position as defined under section 50(d) of the *Equal Employment Opportunity Act 1984.*

2. Ability to engage with people in their community and has an aspiration to become a future leader.

3. Demonstrated knowledge of Aboriginal issues and various community resources that may be utilised to address these issues.

4. Ability to work without supervision in a multidisciplinary and multicultural team environment.

5. Good communication, negotiation and interpersonal skills.

6. Demonstrated commitment to efficient and effective service delivery.

7. Proven organisational skills with the ability to prioritise and manage own workload to meet timeframes and job-related expectations.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.

2. Appointment is subject to a satisfactory Departmental Record Check.

3. Appointment is subject to a satisfactory Working with Children (WWC) Check.

4. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.