



Job Description Form

Aboriginal Regional Coordinator (50(d))

Position Details

Position Number:	Generic
Classification:	Level 7
Award/Agreement:	PSA 1992 / PSCSAA 2022
Organisational Unit:	Community Services / Service Delivery
Location:	Metropolitan and Regional WA
Classification Date:	
Effective Date:	May 2023

Reporting Relationships

This position reports to:

Regional Executive Director, Class 1 / Manager, Level 8

Positions under Direct Supervision:

This position may supervise a small team and oversee project resources as required.



About the Department

The Department of Communities is Western Australia's major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women's interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth. We also lead the State's welfare recovery, following challenges presented by the COVID-19 pandemic.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

Role Statement

The Aboriginal Regional Coordinator, as part of the Department of Communities Regional Leadership Team, works to achieve improved outcomes for Aboriginal people and communities.

With a focus on service improvement, the Aboriginal Regional Coordinator is responsible for:

- Providing an active link between Aboriginal communities and Departmental service delivery across the region.
- Providing culturally sound advice and support to Regional Leadership Team on complex cultural matters.



- Undertaking project work consistent with the Department's regional strategic and operational plans to enhance the effectiveness and efficiency of services to Aboriginal people and communities.
- Representing the Department in relevant forums on matters affecting Aboriginal communities and people in the region.



Position Duties and Responsibilities

1. Shapes and Manages Strategy

- 1.1 Provides high level culturally sound advice to the Regional Executive Director and the Regional Leadership Team on matters relating to the delivery of services to Aboriginal communities and people.
- 1.2 Researches and develops strategies and project plans to maximise the effectiveness of and enhance service delivery to Aboriginal communities and people in a regional context.
- 1.3 Monitors regional activities and potential upcoming issues that appear on the 'radar' relating to Aboriginal communities and people. Alerts the Regional Leadership Team of opportunities for, and risks to, business and service delivery to enable appropriate responses.
- 1.4 Develops and supports processes to minimise duplication of services by effective integration of cross-community planning, service agreements and cultural resource management.
- 1.5 Evaluates ongoing performance of project work and strategic initiatives by identifying critical success factors and communicating performance improvement opportunities.
- 1.6 Participates in and contributes to the Department's strategic planning and policy development processes.

2. Achieves Results

- 2.1 Initiates projects that address complex issues internally and across agencies and government, to improve service delivery to Aboriginal communities and people delivering outcomes that aligns with Department of Communities Corporate objectives.
- 2.2 Assists the Regional Leadership Team in the development and implementation of culturally inclusive recruitment, training and retention strategies.
- 2.3 Collaborates with metropolitan and regionally based Department of Communities staff to support community and regionally based projects.
- 2.4 Evaluates and reports on current strategies and projects, and makes recommendations as required.



2.5 Collates information and provides responses to ministerial and briefing papers, information papers and other reports as required.

3. Builds Productive Relationships

- 3.1 Develops strategic partnerships with other agencies, to increase the influence of Aboriginal people in policy development and resource allocation processes and ensure the needs and aspirations for Aboriginal people are improved.
- 3.2 Ensures effective community networks are established, managed and maintained with internal and external clients and stakeholders in the designated region.
- 3.3 Consults with Aboriginal communities and people to ensure that their needs and aspirations are identified and improved.
- 3.4 Promotes and assists staff in the region to create partnerships and collaborative arrangements within the department and across the sector that enhance services and supports for Aboriginal families and communities.

4. Communicate and Influences Effectively

- 4.1 Represents the Department at meetings, working parties and forums with senior officials in the Government sector, non-Government organisations and others, on matters affecting Aboriginal communities and people in the region.
- 4.2 Actively promotes and achieves successful relationships with a network of business associates and colleagues.
- 4.3 Guides and mentors employees to enable them to connect strategic objectives into operational outcomes.
- 4.4 Identifies, supports and communicates clear pathways to employment and career progression for Aboriginal people working for the Department.
- 4.5 Negotiates with communities as required towards resolving localised problems.



Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Communities performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.



Essential Work-Related Requirements (Selection Criteria)

1. Aboriginality is a genuine requirement for this position (section 50(d) of the *Equal Opportunity Act 1984*).
2. High level of initiative and strategic planning skills to develop solutions that focus on improved outcomes in service delivery.
3. High level project management skills in a regional context to deliver outcomes.
4. Knowledge of and/or experience in current issues and trends in Aboriginal affairs.
5. High level written communication and interpersonal skills including oral, negotiation and facilitation skills.
6. Demonstrated ability to achieve results through regional engagement and the ability to build sustainable partnerships with key internal and external stakeholders.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Appointment is subject to a satisfactory Working with Children (WWC) Check.
3. Appointment is subject to a satisfactory Client and Child Protection Check.
4. Available to attend offsite meetings outside of normal working hours.
5. 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.