

JOB ROLE STATEMENT

ABORIGINAL STAKEHOLDER ENGAGEMENT ADVISOR LEVEL 5

DIRECTORATE REGIONAL MANAGEMENT AND OPERATIONS
BRANCH SOUTH WEST

POSITION NO VARIOUS

KEY RESPONSIBILITIES

Engage with regional Aboriginal communities and businesses to develop and manage mature relationships and facilitate ongoing engagement and participation in future works, and supply of goods and services to Main Roads.

KEY DELIVERIES

Stakeholder Relationships

- Build and enhance trusting and enduring relationships with the representatives of local Aboriginal communities.
- Build and maintain professional working relationships with the members of the Regional Maintenance Contract, the Aboriginal Participation Management Team, Strategy and Communications Directorate and other regional staff.
- Build and enhance counterpart relationships with relevant State and Federal Government agencies and bodies that provide education, training, employment and small business development assistance to Aboriginal applicants.

Aboriginal Stakeholder Engagement and Participation

- Consult with local Aboriginal stakeholders including community groups and businesses in relation/regards to employment and business opportunities with regional Main Roads.
- Co-ordinate community/stakeholder engagement activities in collaboration with the Customer Services Manager (CSM) and Project Managers, including Aboriginal Communities, Tourist Operators, Local Businesses, Community Groups and others.
- Develop and co-ordinate Aboriginal stakeholder and communication aspects of the Region's communication and stakeholder management strategy and project communications plans in collaboration with the Regional Manager (RM), CSM and Project Managers.
- Co-ordinate engagement and participation actions from the Aboriginal stakeholder management strategy and project communications plans to required timelines.
- Provide regional input and support for the native title/heritage application approvals process.
- Co-ordinate Aboriginal engagement Key Performance Indicators (KPI's), verification and reporting including business engagement, employment and contractual commitments.
- Maintain up to date database of local Aboriginal businesses that are suitable and available to perform works and supply goods and services to projects.
- Maintain records on Aboriginal engagement in the corporate TRIM Records Management System, Customer Relationship Management System (CRMS) 'CONNECT' and Microsoft Power BI for Business Data Analytics.

Aboriginal Employment

- Promote the benefits of Main Roads' Aboriginal employment initiatives to local Aboriginal community and provide specialist support for growing, attracting and retaining Aboriginal workforce in the Region.
- Provide Aboriginal engagement insights and input into local Aboriginal employment strategies.

Aboriginal Business

- Build and sustain culturally aware relationships with Aboriginal business operators.
- Deliver presentations to Main Roads' business and contractor parties to inform and promote the engagement of Aboriginal business in a sensitive manner and awareness of their cultural norms.
- Liaise with Main Roads' external suppliers and contractors on all matters relating to the engagement of Aboriginal businesses/suppliers.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in another region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) **TITLE AND LEVEL**
DIRECTOR SOUTH WEST REGION

LEVEL 9

POSITION NO
P0052190

ABORIGINAL STAKEHOLDER ENGAGEMENT ADVISOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

| TITLE and LEVEL | POSITION No | CATEGORY | NUMBER |
|-----------------|-------------|-----------------|--------|
| | | Salaried, Wages | |
| | | TOTAL | |

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

- Aboriginality is a genuine qualification for this position in accordance with the Section 50(d) of the Equal Employment Opportunity Act 1984. To perform this role, it is essential that the person who holds the role be an Aboriginal person.
- Considerable skill, knowledge and experience in:
 - building and enhancing professional stakeholder relationships in particular with Aboriginal communities and businesses
 - promoting Aboriginal business as a supplier of works, goods and services
 - social and cultural norms and protocols in interacting with Aboriginal people
 - presenting information to groups and individuals (internal/external)
 - preparing and presenting written reports
- Knowledge of:
 - Aboriginal intercommunity interactions
 - Aboriginal community locations within the Region
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'A- C' Class (car) motor vehicle drivers' licence or an approved equivalent.

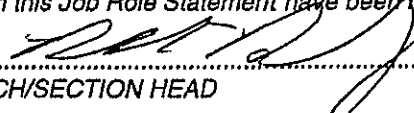
OTHER REQUIREMENTS

Appointment to this role is also subject to:

- Willingness and ability to undertake frequent travel within the Region to aboriginal communities and other intrastate travel as required.
- Undertaking some out of hours work, when required.

CERTIFICATION

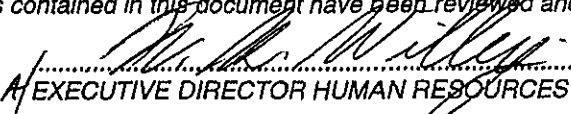
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 15/04/24
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 16/04/2024
GENERAL MANAGER REGIONAL OPERATIONS

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 16/4/24
EXECUTIVE DIRECTOR HUMAN RESOURCES