# Job Description Form – Manager Strategic Projects, Engagement and Education

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| **Position number:** | 15989 | **Classification:** | Level 7 |
| **Division:** | Director General Division | **Branch/section:** | Aboriginal History WA |
| **Reports to:** | 13707 – Director Aboriginal History – L8 | **Direct reports:** | 16056 – Coordinator Engagement and Education – L6 |

## Position details

## Position purpose

Manages and leads the Strategic Projects, Engagement and Education team through the initiation and design of strategic projects to deepen community understanding of Western Australia’s Aboriginal history to contribute to reconciliation and healing.

Develops strategies and initiatives to inform Aboriginal communities across the state about Aboriginal History WA (AHWA) family history services and truth-telling projects. Builds partnerships with Western Australian Aboriginal communities in the delivery of AHWA services and projects.

## Context

The Aboriginal History WA (AHWA) is responsible under the *State Records Act 2000* for managing access to restricted records created by the Aboriginal Affairs Planning Authority and its predecessor agencies.

AHWA provides specialised research services to assist Aboriginal Western Australians seeking their personal and family history information. The unit also undertakes special projects to increase understanding of the shared history of Western Australia and contribute to reconciliation.

## Responsibilities

1. Initiates, develops and delivers strategic projects and initiatives to deepen community understanding of Western Australia’s Aboriginal history.
2. Manages the operations of the strategic projects, engagement and education team, setting clear performance standards within the team to ensure outcomes are met in specified timeframes and compliance with the Department’s policies and obligations.
3. Oversees the team to ensure that projects align with strategic objectives and deliver long-term value to the Western Australian community.
4. Maintains networks and a current knowledge of planning, design and management issues and trends related to delivering Aboriginal history projects.
5. Provides strategic advice to the Director Aboriginal History about the implementation and management of AHWA strategic projects, community engagement and education initiatives.
6. Manages strategies to build and maintain partnerships with Aboriginal communities across the state in the delivery of AHWA services and strategic projects.
7. Engages with internal and external stakeholders, including relevant government and non-government agencies around the delivery of AHWA projects.
8. Provides strategic advice to the Director Aboriginal History and the AHWA team to support the delivery of services in response to community needs.
9. Supports the Director Aboriginal History in negotiating with the Western Australian and Australian governments for funding commitments for AHWA projects.
10. Represents AHWA and DLGSC at stakeholder meetings, conferences and forums, and on working groups related to the planning, development, design and implementation of AHWA projects.
11. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. Demonstrates the Expected Behaviours of the leadership context for this role listed below.
13. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

1. Substantial experience in effectively and sensitively communicating with Aboriginal Australians, communities and/or diverse range of stakeholders in order to build effective relationships
2. Considerable knowledge and understanding of the history, issues and past policies affecting Aboriginal Australians.
3. Demonstrated high-level project management and organisational skills, including the ability to deliver culturally informed projects within budget and to specified timeframes.
4. Highly developed written and verbal communication skills, including the ability to prepare high level reports, community education materials and provide expert advice.
5. High level interpersonal skills, with proven ability to manage and develop a team as well as build relationships with internal and external stakeholders.
6. Highly developed research, conceptual, analytical and problem-solving skills, including the ability to develop and implement solutions to complex problems.

Desirable

1. Lived experience, knowledge and understanding of Aboriginal Australian’s.

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Leading Others** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Other conditions specific to this role are:

* Ability and willingness to undertake travel for business needs

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| Registration date | 19 March 2025 |