

Role Description

Community Engagement Officer

ROLE TITLE:	COMMUNITY ENGAGEMENT OFFICER
SALARY GRADE:	10/11: \$95,059 - \$115,020 per annum
POSITION NUMBER:	
DIVISION:	NSW CAPO
BUSINERSS UNIT:	Closing the Gap
LOCATION:	
REPORTS TO:	President NSW AECG Inc. & Coordinator, Closing the Gap
DIRECT REPORTS:	NIL
DATE OF APPROVAL:	
ROLE DESCRIPTION NO.:	

Organisational Environment

The NSW Coalition of Aboriginal Peak Organisations (**NSW CAPO**) is a coalition of peak Aboriginal community-controlled organisations in NSW. NSW CAPO provides a strong, coordinated, and united voice to address Aboriginal rights, which include, but are not limited to, health, education, housing, employment, legal equality, culture and heritage, child and family supports, disability, social justice, LGBTIQI+, economic development and promoting respect for human rights. NSW CAPO has signed the National Agreement on Closing the Gap and is working in partnership with the NSW Government to develop a NSW Jurisdictional Plan.

The NSW CAPO provides a forum for member organisations to discuss, share, and exchange information.

The secretariat support for NSW CAPO is provided through one of the elected Co-Chairs organisations. The NSW Aboriginal Land Council currently provides the NSW CAPO Secretariat.

Primary Purpose of the Role

The Community Engagement Officer supports, designs and facilitates community engagement activities and develops related materials relating to Closing the Gap in NSW.

Key Accountabilities

Key Outcomes / Accountabilities for the Community Engagement Officer are summarised as follows:

- Facilitating the development of high-quality communication materials for Aboriginal organisations and communities to support understanding of Closing the Gap and NSW CAPO;
- Developing and implementing a communications plan that builds public understanding and support for the work of the NSW CAPO relating to Closing the Gap;
- Advising the President and NSW CAPO team on community engagement activities relating to Closing the Gap;
- Maintaining a comprehensive understanding of best practice Aboriginal community engagement;
- Coordinating with Community Engagement Officers based in other CAPO organisations to ensure consistency in approaches to community engagement, while also supporting specific community engagement activities appropriate to CAPO organisations;

- Preparing materials, organising and managing community engagement activities relating to Closing the Gap;
- Representing the President and NSW CAPO team in meetings with a range of internal and external stakeholders.

Key Challenges

Major challenges currently faced by the position holder include, but are not limited to:

- Providing community engagement advice to the President and Coordinator, Closing the Gap in a diverse environment.
- Undertaking a range of diverse tasks at any given time.
- Coordinating with Community Engagement Officers across NSW CAPO organisations to ensure community engagement approaches meet the requirements of the Closing the Gap funding agreement.
- Maintaining effective dialogue to ensure that NSW CAPO organisations are fully aware of community engagement approaches and work relating to Closing the Gap in NSW.

Key Relationships	
Internal	
Who	Why
President NSW AECG Inc.	<ul style="list-style-type: none"> • Reports to, collaborates and maintain open relationships providing accurate information, advice and timely responses to issues • Communicate and report on performance
Coordinator, Closing the Gap	<ul style="list-style-type: none"> • Reports to, collaborates and maintain open relationships providing accurate information, advice and timely responses to issues • Communicate and report on performance
Closing the Gap Team	<ul style="list-style-type: none"> • Collaboratively work together to provide accurate information, professional advice and timely responses to issues
Other community engagement officers in other CAPO organisations	<ul style="list-style-type: none"> • Work together to support and design community engagement activities and related materials.
External	
Aboriginal community members	<ul style="list-style-type: none"> • Engage and support to understand needs and work together to deliver on outcomes.

Key Role Dimensions

Decision making

The position holder will operate with a degree of business flexibility but will consult regularly with the Coordinator on emerging Closing the Gap issues.

Budget:

- Nil

Staffing:

- Nil

Success Profile - Technical Competencies, Knowledge and Behaviours

Success in the role will be achieved by demonstrating the following technical skills, knowledge and behaviours:

Essential:

- Aboriginality - this is an identified position under Section 14 (d) of the Anti-Discrimination Act 1977
- Demonstrated commitment and capacity to promote the rights interests and aspirations of Aboriginal people;
- Demonstrated experience in community engagement in an Aboriginal community context;
- Excellent interpersonal and oral communication skills with the ability to build effective relationships with Aboriginal peoples and communities and to collaborate to achieve their objectives;
- Effective project management skills with well-developed time management skills to plan workload, prioritise and meet deadlines;
- Demonstrable personal drive, integrity and capacity to work in a team;
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.

Desirable:

- Knowledge and understanding of the Aboriginal community-controlled sector.

Other:

- Travel within NSW is required for this position.