

Role Description

Community Engagement Officer

NSW AECG Inc.

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:	Tamworth
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 an 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 based within the Tamworth NSW AECG office, will support, design, and facilitate community engagement activities and develop related materials relating to Closing the Gap in NSW. The primary purpose of this role will be to support the NSW AECG Inc. and the Closing the Gap strategy

Key Accountabilities

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

- Facilitating the development of high-quality communication materials for the NSW AECG Inc. 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, and the NSW AECG Inc. relating to Closing the Gap.
- Advising the NSW AECG President Inc. and NSW CAPO team on community engagement activities relating to Closing the Gap.
- Compiling and maintaining a comprehensive data base of best practice for 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 and the NSW AECG Inc.
- Preparing materials, organising, and managing community engagement activities relating to Closing the Gap on behalf of the NSW AECG Inc.
- Representing the NSW AECG President Inc. 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 NSW AECG President Inc. and Coordinator, Closing the Gap across a range of diverse Aboriginal community environments.
- Undertaking a range of diverse tasks at any given time directed by the NSW AECG Inc. President.
- Coordinating with other Community Engagement Officers across NSW CAPO organisations to ensure community engagement approaches meet the requirements of the Closing the Gap funding agreement and strict deadlines.
- Maintaining effective dialogue and open communication to ensure that NSW AECG Inc. and 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 accurately report on performance and outcomes
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 accurately 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
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 with local and regional Aboriginal Community members to support and to understand their needs and work together to deliver on agreed outcomes.
------------------------------	---

Key Role Dimensions

Decision making

The position holder will operate with a degree of business flexibility but will consult regularly with the NSW AECG President and 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 and proven commitment and capacity to promote the rights, interests, and aspirations of Aboriginal people.
- Demonstrated and proven experience in community engagement within or across Aboriginal community contexts.
- Excellent interpersonal and oral communication skills with the ability to build effective relationships with Aboriginal peoples and communities. Must have excellent collaboration skills to achieve set objectives and the ability to work unsupervised.
- Effective project management skills with well-developed time management skills to plan workload, prioritise and meet syringic deadlines.
- Demonstrated and proven initiative, integrity, and capacity to work in a team.
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.
- NSW unrestricted Drivers License
- Working with Children Check and National Probity clearance or the willingness to obtain these

Desirable:

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

Other:

- Travel within NSW is required for this position.