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Closing the Gap Community Engagement Officer

OVERVIEW

Role:	Community Engagement Officer
Reports to:	Group Manager
Direct reports:	Nil
Hours:	35 hrs per week
Award:	\$95,059 per annum plus superannuation, (not-for-profit salary packaging available)
Financial delegation:	Nil

ABOUT ABSEC

AbSec (NSW Child, Family and Community Peak Aboriginal Corporation) is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government, and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

OUR VISION

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities. They are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

OUR PRINCIPLES

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

PURPOSE OF THE POSITION

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

The role has oversight in the delivery of sector and community engagement activities to increase AbSec's presence and profile. The role also has the responsibility to report back on all community engagement and consultations to inform AbSec's policy and systemic advocacy responses.

KEY ACCOUNTABILITIES

- Facilitating the development of high-quality communication materials for Aboriginal organisations and communities to support understanding of Closing the Gap and other of AbSec's policy and advocacy agendas
- Developing and implementing a communications plan that builds public understanding and support for the work of AbSec relating to Closing the Gap and other of AbSec's policy and advocacy agendas.
- Advising the CEO and Executive on community engagement activities relating to Closing the Gap and other of AbSec's policy and advocacy agendas
- Maintaining a comprehensive understanding of best practice Aboriginal community engagement;
- Coordinating with other of AbSec's Community Engagement to ensure consistency in approaches to community engagement, while also supporting specific community engagement activities appropriate to AbSec
- Preparing materials, organising and managing community engagement activities relating to Closing the Gap
- Establishing ongoing mechanisms to capture information for use in advocacy, policy development and strategy
- Representing the CEO in meetings with a range of internal and external stakeholders

KEY CHALLENGES

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

KEY RELATIONSHIPS FOR SUCCESS

Internal Contacts:

- Chief Executive Officer, Executive Leader
- Community Engagement team to ensure cohesion in focus and achievement of organisational objectives

External Contacts:

- Other peak Aboriginal and non-Aboriginal organisations
- Government representatives
- Non-government agencies to leverage support and negotiate opportunities or differences
- Aboriginal communities, children, young people, carers and families

SELECTION CRITERIA

Essential Criteria:

- 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
- Travel within NSW is required for this position

NOTES

- Applications must directly address the selection criteria and indicate level of experience and achievement in each area.
- The successful applicant will be subject to Criminal Record Check and Working With Children Check. This is a core requirement of this role.
- The successful applicant will be engaged under a fixed-term contract and subject to a probationary period.
- The successful applicant will be required to respect AbSec policies and procedures; a full list of these will be provided upon employment.
- Aboriginality is a genuine occupational requirement authorised in Section 14(d) of the *Anti-Discrimination Act 1977* (NSW).
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills and experience.

To apply, interested applicants are required to address the selection criteria demonstrating their experience against each point, submit a cover letter (maximum two pages) and current CV (maximum five pages).

For more information please contact Tracey Keevers-Keller on tkk@absec.com.au

Applications can be emailed to: recruitment@absec.org.au or posted to PO Box 604 Marrickville NSW 1475.

Applications Close: Monday 7th June 2021