

## POSITION VACANT

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

## Indigenous Liaison Officer (Identified)

This position is identified as permitted by and arguable under *Section 25, 104 and 105 of the Queensland Anti-Discrimination Act 1991*. To be eligible to apply for this position you must be of Aboriginal or Torres Strait Islander decent, identify as such and accepted as such by the community in which you live or have lived.

**DEPARTMENT: People and Community Services**

*Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment*

**APPLICATIONS CLOSE DATE EXTENDED: Friday 2 October 2020**

**APPLICATIONS CLOSE: Friday 25 September 2020**

**Your application must consist of the following information:-**

### CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
  - ∞ Qualifications
  - ∞ Knowledge, Skills and Expertise
  - ∞ People Oriented Skills and Attributes
- Copy of Current Resume**

Applications should be addressed to:

Douglas Shire Council  
Human Resources  
PO Box 723  
Mossman QLD 4873

humanresources@douglas.qld.gov.au



**WITH COMPLIMENTS  
INFORMATION KIT**

**Indigenous Liaison Officer (Identified)**

**Position Number: 118**

**Closing Date Extended to: Friday 25 September 2020**

**Closing Date: Friday 25 September 2020**

---

**IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

**PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

**EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

## Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

## What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. Qualifications
- ii. Knowledge, Skills and Expertise
- iii. People Oriented Skills and Attributes

When preparing your application, read through the Key Duties and Responsibilities and Selection Criteria within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

### Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

### Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

### People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short listing process.

## Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

- POSITION:** Indigenous Liaison Officer (Identified) - 118
- LOCATION:** Administration Building, Mossman and or other Council workplaces as required
- CLASSIFICATION:** Level 3 / 4
- SALARY:** Range \$67,639.51 to \$79,456.36 per annum. Level on appointment will be dependent on qualifications and experience. A locality allowance is also payable - \$887.90 with no dependants or \$1,775.80 with dependants.
- AWARD:** Queensland Local Government Industry (Steam A) Award – State 2017
- LEAVE:** Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
- SUPERANNUATION:** Contributions to Superannuation through membership of the Local Government Scheme or a complying fund is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary.
- Employer contributions – 9.50% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
- APPLICATIONS:** Applications can be submitted by:
- Email to: [humanresources@douglas.qld.gov.au](mailto:humanresources@douglas.qld.gov.au)
- By mail and marked as follows:  
**Private and Confidential**  
Douglas Shire Council  
Human Resources  
PO Box 723  
MOSSMAN QLD 4873
- CLOSING DATE EXTENDED TO:** **Friday 2 October 2020**
- CLOSING DATE:** **Friday 25 September 2020**

Position Applied for: Indigenous Liaison Officer (Identified)

Position Number: 118

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Date: _____ Given Names: _____ Family Name: _____ Preferred Name: _____
---	--

Postal Address: _____ _____ Home Address: _____ _____	Telephone Numbers: Home: _____ Mobile: _____ Preferred Contact Number: _____ Email: _____
--	---

Have you previously worked for Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____
Are you a current employee of Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____

Current Employees must complete:	Employee No: _____	Classification Level: _____
Position Title: _____		
Department: _____	Supervisor: _____	

Are you currently being represented by an external recruitment agency?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of Agency: _____
--	--	-----------------------

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

Douglas Shire Council website    
  Council's Facebook    
  Other Newspapers: .....  
 On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): .....

This section is Optional: Do you identify with any of the following groups? (Please tick)

Aboriginal / Torres Strait Islander    
  Disability    
  English as Second Language

Applicant Consent Details (Please Tick):

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.

Applicants Signature: .....

Position No: 118  
Last Updated: July 2020

<b><u>POSITION:</u></b>	Indigenous Liaison Officer (Identified)
<b><u>DEPARTMENT:</u></b>	People and Community Services
<b><u>UNIT:</u></b>	Community and Economic Development
<b><u>ORGANISATIONAL RELATIONSHIP:</u></b>	Reports to: Arts and Culture Officer Supervises: Nil direct reports
<b><u>AWARD CLASSIFICATION:</u></b>	Level 3 / 4
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>	Queensland Local Government Industry (Stream A) Award – State 2017  Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<b><u>HOURS OF DUTY:</u></b>	Nominally 72.50 hours per week, nine (9) fortnight as per agreement
<b><u>DELEGATIONS:</u></b>	Delegations as per the Delegations Register.
<b><u>WORKPLACE HEALTH &amp; SAFETY RESPONSIBILITIES:</u></b>	The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<b><u>IDENTIFIED POSITION</u></b>	<p>This position is identified as permitted by and arguable under <i>Section 25, 104 and 105 of the Queensland Anti-Discrimination Act 1991</i>.</p> <p>Identified positions have the essential requirement that the applicant is of Australian Aboriginal or Torres Strait Islander descent, identifies as such and is accepted as such by the community in which he/she lives or has lived.</p> <p>These positions require documentary proof of identity usually provided by an Aboriginal or Torres Strait Islander community organisation.</p>
<b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>	<ul style="list-style-type: none"><li>• Assist the Community and Economic Development unit in achieving the Team's goals and objectives as outlined in the Corporate Plan and Operational Plan.</li><li>• To work collaboratively across Council departments in a proactive advisory role and assist implementation of projects that impact on Aboriginal and Torres Strait Islander communities.</li><li>• To work collaboratively with Indigenous communities and organisations in the Douglas region to enhance their capacity to identify their aspirations with a focus to live a safe, equitable, inclusive and sustainable lifestyle.</li></ul>

## **KEY DUTIES AND RESPONSIBILITIES**

- To liaise with other Council teams, including Local Laws, Frontline Services, Libraries, Property and Public Spaces, on cultural protocols and assist with community engagement, and partner with on special projects.
- Formation and facilitation of Council's Reconciliation Working Group.

Duties and responsibilities include but are not limited to:

- Develop, implement and monitor strategic plans, including Douglas Shire Council Reconciliation Action Plan, which enhance Council's engagement with Indigenous people.
- Provide cultural advice to Council, Government, community agencies and groups, including the programming of Cultural Awareness Training for staff.
- Identify, develop and broker strategic partnering arrangements to enable Council to better meet the needs of the Indigenous community.
- Develop and maintain processes of effective engagement and consultation between Council and local Indigenous communities and organisations.
- To work collaboratively with identified stakeholders in the implementation and evaluation of local community events. These include but are not limited to: NAIDOC Week Program for Mossman, National Sorry Day and Reconciliation Week.
- Assist with the implementation of Council's community engagement strategies in the Douglas region
- To facilitate special projects as directed by Arts & Culture Officer and Team Leader Community and Economic Development.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

## **SELECTION CRITERIA:**

### **Essential:**

#### Qualifications

- Appropriate degree and/or relevant experience in community and Indigenous development.
- Current Drivers Licence.

#### Knowledge, Skills & Expertise

- Demonstrated high level understanding of current issues and needs facing Aboriginal and Torres Strait Islander peoples.
- Demonstrated ability to strategically manage projects that pertain to the Indigenous community, specifically Eastern Kuku Yalanji and Yirrganydji.

- Demonstrated ability to put in place strategies to address issues and needs of the target group.
- Demonstrated understanding of the role of Local Government.
- Highly developed community development skills and processes.
- Sound research and report writing skills.
- Proven time management skills including prioritisation and workload management and personal organisation.

### People Oriented Skills & Attributes

- Ability to build relationships and to work strategically with a diverse range of individuals and organisations to develop partnerships to address the needs of the target group.
- High level communication and interpersonal skills including conflict resolution and the ability to conduct high level negotiation.
- Demonstrated ability to apply a strategic community development framework for working in partnership with individuals, government and non-government organisations.

### **Desirable:**

#### Qualifications

- Demonstrated high level understanding of the role of government processes and procedures.
- Demonstrated high level knowledge and practice of Equal Employment Opportunities (EEO) policies and initiatives.

#### Knowledge, Skills & Expertise

- Experience in and commitment to working in a team environment.
- Demonstrated experience in community engagement and liaison.

### **PERFORMANCE INDICATORS:**

It is expected the incumbent will:

- Complete work as outlined in Council's Operational Plan and Corporate Plan.
- Strategically respond to the needs of the target group (by brokering partnerships with and between relevant government and non-government agencies and assisting them in the process of implementing a plan.
- Compliance and support of Council's values and guiding principles including being an active team member who works effectively with colleagues.
- Comply with Council's organisational policies and procedures.