



**ACT**  
Government

## **Community Services**

### **Strategy and Policy**

#### **ACT Aboriginal and Torres Strait Islander Elected Body**

## **Project Officer**

### **Administrative Services Officer Class 5**

**Salary Range: \$74,081 - \$78,415 (PN: 12388)**

The ACT Aboriginal and Torres Strait Islander Elected Body (ATSIEB) secretariat provides support to seven members of the elected body which meets formally six times per year and undertakes a range of consultation forums. The ATSIEB secretariat are seeking a Project Officer to provide high level support to the Elected Body. The Project Officer will be responsible for undertaking a range of administrative tasks and projects, including liaison between government agencies, preparation and scheduling of meetings and community forums, minute taking, financial invoicing and payments, maintaining files and electronic records and updating the ATSIEB website. The successful applicant will be customer service focused and a skilled administrative worker who has an understanding of issues affecting the Aboriginal and Torres Strait Islander community in the ACT. You will also have an understanding of the responsibilities of the ACT Aboriginal and Torres Strait Islander Body (ATSIEB) and the ATSIEB Act 2008. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

**Eligibility/Other Requirements:** This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

**Note:** This is a temporary position available for a period of up to less than 12 months.

**How to Apply:** For further information, please visit [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

**Contact Officer:** Margaret Beattie (02) 6207 9656 [margaret.beattie@act.gov.au](mailto:margaret.beattie@act.gov.au)

**Applications Close: 13 February 2019**

**CLICK FOR FURTHER  
INFORMATION AND TO APPLY**