

# Assistant Manager

## **Strategy and Policy**

### **Office for Aboriginal and Torres Strait Islander Affairs Coordination and Engagement Team**

#### **Senior Officer Grade C**

**Salary Range:** \$100,462 - \$108,140 (PN: 03852)

**Details:** The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Assistant Manager in the Coordination and Engagement Team. The Assistant Manager position will report to the Senior Manager Coordination and Engagement Team and is responsible for the management and cultural development of the Cultural Centre and to undertake secretariat support as required. The position is also required to work within a small team environment with minimal supervision and supervise a small team. The occupant of this position will also undertake more complex work, including drafting high level policy advice, project work of a specialist nature, conducting research and analysis on more complex issues and prepare associated reports for consideration by senior management. The successful applicant will demonstrate a sound knowledge of relevant legislation, an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

**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.

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**Applications Close:** 23 August 2017