

Project Support Officer (708788)

Department of Premier and Cabinet – Tasmania
Aboriginal Heritage Tasmania
Location – Statewide

Salary - Tasmanian State Service General Stream Band 4 \$80,593 - \$92,764 pa

There is an exciting opportunity to be part of the team supporting Aboriginal Heritage Tasmania to meet its key strategic objectives and outcomes by providing policy, project management and administrative support. The position will work closely with the Cultural Management Group and Operations teams within AHT to support the delivery of priority projects and initiatives and provide administrative services to the Aboriginal Heritage Council as required.

Aboriginal Heritage Tasmania aims to protect and promote Tasmania's unique Aboriginal heritage and facilitate the return of land to Tasmania's Aboriginal people. Aboriginal Heritage Tasmania administers the Aboriginal Heritage Act 1975, which establishes the Aboriginal Heritage Council of Tasmania, the Aboriginal Lands Act 1995, which establishes the Aboriginal Land Council of Tasmania, and the Native Title (Tasmania) Act 1994.

To be considered for the role you will need to:

1. Knowledge and understanding of Tasmanian Aboriginal cultural heritage and the Tasmanian Aboriginal community or the capacity to quickly acquire the required knowledge and understanding.
2. Knowledge of project management principles and practical, relevant experience in delivering of projects.
3. An understanding of relevant government legislation, or the capacity to quickly acquire the required understanding.
4. Well-developed interpersonal, written and verbal communication skills including the ability to quickly and accurately produce complex documents that are clear and concise to a high standard.
5. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.
6. Capacity to work both individually and as part of a team in a complex environment where priorities are subject to change.

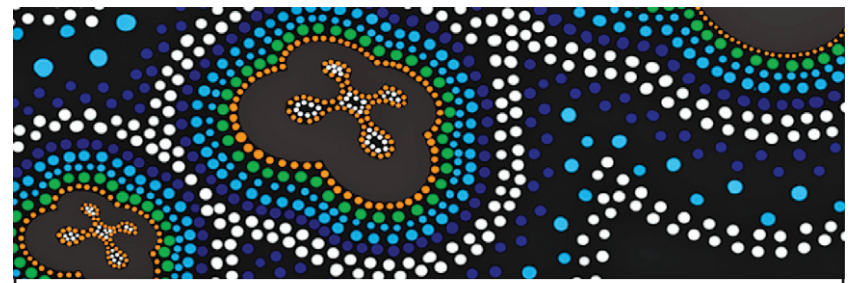
Desirable requirements:

- Formal qualification in project management or other discipline relevant to the professional duties to be undertaken, or the equivalent work experience would be an advantage.
- A current motor vehicle drivers licence.

Essential requirements:

- Current Tasmanian Working with Vulnerable People registration.

To apply please go to www.jobs.tas.gov.au and search for position number 708778 as key word.



**First Nations
Principal Consultant,
Consulting Services**

It's an opportunity to build on your existing career or take up the challenge to start a new with Converge.



- First Nations Practitioner to provide counselling support services in the social emotional wellness area
- Be part of a national team focused on mental health and wellbeing
- Deliver consulting services across metro and regional Victoria
- Full time or part time role available
- Flexible work options available

Converge International is an industry leader in providing health and wellbeing and people risk management solutions. As a wholly owned Australian company, we have assisted some of Australia's largest industry, government and corporate clients in supporting their people, building healthy workplaces and resolving their people issues.

We are seeking a passionate First Nations Consultant to work with our national Consulting team, with extensive experience in Individual counselling, delivering training, coaching and First Nations wellbeing support.

Experience in yarning circles, conflict resolution services, change management and delivering strategic human resource solutions is highly desirable.

In the role, you will:

- Provide support services in the social emotional wellness area for First Nations employees/communities
- Have demonstrated experience in facilitation, individual counselling, yarning circles, deliver training and reporting
- Provide services to both non-Indigenous and First Nations organisations and individuals
- Have previous experience working in various environments eg: metropolitan, rural, remote and discreet community locations

You need to have:

- Experience working with complex organisational human resources environments and delivering strategic human resource solutions
- Experience in designing and delivering adult education and training programs in mental health and wellbeing
- Registration as a mental health Professional (i.e. Psychologist, Social worker, Counsellor) is highly desirable
- Driver's license, own vehicle

FOR more information

please contact Cham Kumara
Ph: (03) 8620 5378
Em: people@convergeIntl.com.au



**Creating Futures
Justice Program Manager**

***This is a Targeted Aboriginal and Torres Strait Islander Position. Preference will be given to suitable Aboriginal applicants.*



- Are you looking for a career opportunity where you can contribute to healing and wellbeing, advocate for systemic change and make a genuine difference for community?
- Are you an experienced manager and team player, committed to social justice and equity?
- Are you passionate about shifting the landscape for Aboriginal and/or Torres Strait Islander people impacted by the criminal justice system?
- Do you want to join a passionate, diverse team in a fast paced environment where you will have opportunities for development?

About Weave Youth & Community Services:

Weave Youth & Community Services is a place-based community-led organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 48 years.

Our work at every level is guided by our Aboriginal Healing Framework.

About the Program

Weave's Creating Futures Justice Program supports Aboriginal people aged 10–30 who are in contact with the criminal justice system to transition from custody to community and live contributing, fulfilling lives. This change is brought about through strengths-based, client-led, trauma informed, wrap-around case management model delivered within an Aboriginal Healing Framework.

Creating Futures also provides intensive support for young people on bail, on community orders or through court diversion. It provides court support and advocacy, and holistic, wraparound casework support tailored to the needs and goals of each client. 91% of Creating Futures clients are Aboriginal and/or Torres Strait Islander people. Creating Futures also provides wrap around case management support for some participants of the Walama List at the District Court and

provides holistic case management support for 10-17 year-old Aboriginal young people as part of the Youth Bail Advocacy Program in partnership with the Aboriginal Legal Service.

About the Role

This position is responsible for providing leadership and program management support for the Creating Futures Program and team. Key responsibilities include supervising and supporting caseworkers, internal and external reporting, budget monitoring, program development, planning and evaluation as well as training, development, management and supervision for direct reports. You will be supported by the Programs Lead and will work closely with the Fundraising Lead and CEO to prepare funding applications and tenders to sustain the core program and for expansion of the program to meet community need. Cultural capability, community engagement, partnerships and networking are a key part of this role.

Interested in joining us? We'd love to hear from you.

- Visit our website at weave.org.au/about/careers-at-weave to view this advertisement and follow the link for Position Description for more information
- Send us your up to date resume. No cover letters, but please provide a document listing each of the selection criteria (listed in the Position Description) as a heading and outlining how you meet them.
- Please send these documents to Patricia Vasquez, HR Manager via email: recruitment@weave.org.au.

Closing Date: Midnight on Sunday 13 October 2024

**Please Note:* In order for us to properly assess your application, we require both your resume and a document addressing each of the selection criteria.

You can phone Janelle Vasilevski on 0404 442 580 to discuss or for further information about the role.

Aboriginal and/or Torres Strait Islander applicants will be preferred for this position.



**NSW Office of the Director of Public Prosecutions
Paralegal Program- Targeted**

**Prosecution Officer
(Administrative) Level 3**



Temporary, for an initial period of up to 12 months

\$97,219. Package includes salary (\$79,032 - \$86,539 p.a.), employer's contribution to superannuation and annual leave loading. (Pro Rata for Part time hours)

This is a targeted position for a First Nations Paralegal. Are you a current Law degree/diploma student or currently enrolled in the College of Law's Practical Legal Training Program? Develop your knowledge of criminal law, practice and procedure with the NSW ODPP

About us

The Office of the Director of Public Prosecutions (ODPP) is the independent prosecuting authority responsible for the prosecution of all serious offences committed against the laws of New South Wales. We are committed to a diverse and inclusive workplace by providing ongoing support and opportunities for all staff.

For the ODPP, it is vital that First Nations staff representation is increased, to ensure that we offer a culturally safe prosecution agency that can provide best practice services for First Nations victims, witnesses and the broader First Nations communities across NSW.

The role

The Paralegal Program (Program) provides opportunities and employment pathways at all stages of the prosecution process. Paralegals work closely with Solicitors and Crown Prosecutors as part of a legal team.

Eligibility

- Applicants for this position must be Aboriginal and/or Torres Strait Islander, identify as being Aboriginal and/or Torres Strait Islander, and be accepted in the community as such. An applicant's race is a genuine occupational qualification and is authorised under Section 14(d) of the NSW Anti-Discrimination Act 1977.

You must be pre-admission to apply for this program. At a minimum, you must either be:

- a. currently enrolled in a law degree/diploma, having completed Foundations and Criminal Law (or equivalent work experience), OR
- b. undertaking the College of Law's Practical Legal Training Program.

- If applying for part-time hours, these roles require a minimum commitment of three working days, with two of the three days needing to be consecutive days. If applying for full-time hours, you will need to be available to work 35 hours per week.

Interviews

Shortlisted applicants may be required to complete an online assessment during a 24-hour period between 21 October- 24 October.

Closing date: Monday 7 October (11:59pm)

How to Apply

Please visit jobs.odpp.nsw.gov.au, and search reference number 1123. Here you will have access to the role description and full application requirements (including targeted questions to be addressed in your cover letter). If you identify as a First Nations person and are thinking about applying, you can contact our First Nations Project Officer, Lauren Davies, for a confidential discussion by emailing: ldavies@odpp.nsw.gov.au

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your way,**

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TOGETHER**

ruok.org.au/strongertogether

**Executive Director, Aboriginal Policy and Services
The Department for Child Protection (DCP)**

The Department for Child Protection (DCP) works in partnership with families, government and non-government organisations, carers and the community to care for and protect vulnerable children and young people by addressing harm and keeping them safe.

A new position of Executive Director, Aboriginal Policy and Services has been established to assist in driving systemic reform and strategic partnership development, across Government and Non-Government, to strengthen the focus on Aboriginal communities and families and support Aboriginal children and young people to remain safe and supported within family and community care.

Reporting directly to the Chief Executive of DCP the Executive Director is accountable for strategic leadership to ensure the Department's guiding legislation, and policy and practice are culturally responsive to the needs and issues of Aboriginal children, families and communities. The role will provide quality advice, information and analysis in decision-making, governance, policy, planning and service development within the Department and across government, and lead the Department in forming genuine intentional partnerships with Aboriginal communities, leaders and organisations to develop, design and implement policy and services to enhance outcomes for Aboriginal children and families coming into contact with the child protection system.

If you believe you are a proven leader and change maker in delivering Aboriginal policy or services within the Aboriginal community controlled/non-government sector or public sector and you are immersed in Aboriginal cultural and societal values, beliefs, and customs as a member of the Aboriginal community, we would like to hear from you.

Applications close: **Monday, 21st October 2024**

For a confidential discussion and to learn more about this exciting opportunity please contact:

CONTACT TO APPLY
Liz Hlipala, Principal Consultant
lhipala@hardygroupintl.com
+61 (0) 401 122 301

TO APPLY
To obtain selection documentation & apply
online visit: <https://www.hardygroupintl.com/executive-search-recruitment>

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Suite 4, Level 9, 420 George Street | Sydney | NSW

**Gilgandra Local Aboriginal
Land Council (GLALC)**



**CHIEF EXECUTIVE
OFFICER**

(Remuneration Package Negotiable)
Part Time – 30 Hours per week

The Gilgandra Local Aboriginal Land Council (GLALC) is seeking applications from experienced and motivated people interested in a rewarding career undertaking the challenging role of Part-time Chief Executive Officer. Enjoy a work life balance with 6 hour days on offer.

This position holder will provide an extensive range of assistance and support to the elected Board through the day-to-day management of the Gilgandra LALC's affairs in accordance with delegated authorities, the provision of sound and accurate advice and the implementation of the Board's resolutions in a timely and appropriate manner.

The successful applicant will have demonstrable knowledge and understanding of the Aboriginal Land Rights Act 1983 (ALRA) (or the ability to rapidly acquire), the capacity to interpret and implement legislation and sound communication skills. Organisational and management experience is essential together with an understanding of accounting practices and principles. A sound knowledge and appreciation of Aboriginal issues would also be required. Financial experience is a must for this position and an understanding of MYOB to provide reports as required.

All applicants must obtain a copy of the recruitment package containing the Position Description and selection criteria and address the selection criteria for their application to be considered. For a recruitment package contact the Contact Officer Eileen Louie (Chairperson), by email: gil.lalc@bigpond.com or on (02) 6847-1477.

Applications can be forwarded to gil.lalc@bigpond.com or marked "Confidential" and posted to:

The CEO Recruitment Panel
Gilgandra Local Aboriginal Land Council
PO Box 163
GILGANDRA NSW 2827

Applications close: **COB Friday 25th October 2024**
Aboriginal people are encouraged to apply.

**FIRST
HAND
SOLUTIONS**

Administration Assistant
Identified Position 3-5 days (flexible)

We are looking for a First Nations person passionate about working with a grass-roots Aboriginal organisation based in La Perouse, Sydney to improve outcomes for young people.

First Hand Solutions Aboriginal Corporation, who runs IndigiGrow, Blak Markets and the National Indigenous Art Fair is looking for an Administration Assistant to join our team.

Working with senior staff, the ideal candidate will provide vital support for our programs & daily operations and contribute to the overall efficiency of our organisation.

Key Responsibilities:

- Perform general administrative duties, including answering phone calls, managing emails, and filing documents.
- Maintain office supplies, storage and staff uniforms inventory & placing orders when necessary.
- Collaborate with team members on programs, special projects and other initiatives.
- Updating staff rosters
- Coordinating volunteers, nursery and school tours & educational workshops
- Assist with finance including filing receipts, invoices and other business documents

Other Responsibilities

- Website Data Entry & Maintenance - Training provided
- Other duties as required.
- Occasional weekend work required

Essential Experience & qualifications

- Computer literacy with experience using Microsoft Office
- Drivers licence preferred but not essential
- Ability to adapt to a variety of daily tasks
- Able to work independently, and as part of a team
- Organisational skills
- Proficient computer skills
- Communication skills both written and verbal
- The preferred applicant will be required to undertake a "Working with Children" check.

Probation Period

- 3 months
- Reviewed annually

This is an identified Indigenous position working within an Aboriginal organisation with room to progress within the organisation as it grows.

Salary Range: \$49145 - \$61958 per annum (Full Time Equivalent) plus super.
Salary sacrifice available.

To Apply: email sarah@firsthandsolutions.org.au with a one page job application and your c-v or call 0499 252 599 for further information.

**POWER THE HAPPY
FOR SICK KIDS LIKE NED**



**Batemans Bay
Local Aboriginal Land Council**

PO Box 542
BATEMANS BAY NSW 2536

Are you looking for a Sea Change?

**Ranger, Snr Ranger,
Natural Resource Management (Identified)**

Reports to: CEO BBLALC

Location: Batemans Bay LALC Boundaries

Award/Level: Attractive salary
Miscellaneous Award to be Negotiated

Employment Type: Fulltime
- 35 Hours per week

Who we are: The Batemans Bay Local Aboriginal Land Council (BBLALC) is incorporated under the Aboriginal Land Rights Act NSW 1983 and covers an area from Batemans Bay to Bungendore and includes the Surrounding areas of Braidwood of the Palerang and Eurobodalla Shire.

In the position of Ranger, Snr Ranger, you will lead and supervise a small team of rangers to deliver caring for Country activities to a high-quality standard.

Major Responsibilities

Operational Criteria

- Develop and implement project workplans for small/medium to large-scale projects including weed control, revegetation, fencing, landscaping and other caring for Country activities.
- General maintenance across contracted projects and Bay LALC assets including lawn mowing, weed control, mulching and rubbish removal.
- Lead and supervise a small team of rangers to deliver caring for Country projects to a high-quality standard.

Organisation Contribution

- Work collaboratively with managers and team members to achieve key outcomes and deliverables in line with the Community, Land and Business plan (CLBP)
- Participate in organisational and professional development activities as directed.

Essential Criteria

- Minimum Cert II Conservation and Eco-Systems Management or equivalent.
- Minimum of 2 years demonstrated experience in supervising a small team in natural environmental works or equivalent.
- Well-developed interpersonal and communication skills, with the ability to resolve conflict and collaborate with a diverse range of stakeholders.
- Experience supervising and co-ordinating small teams in natural environment works.

- Demonstrated experience and knowledge in the safe use of maintenance of power tools, light machinery, and hand tools in accordance with WHS requirements.
- Chemcert qualification, with demonstrated experience in safe handling and use of hazardous substances and chemicals, such as herbicides.
- Physically fit and able to complete physically demanding work in outdoor environments.
- Demonstrated experience in the use of Microsoft Office 365 programs.
- Current NSW drivers' license

Key Relationships

- Chief Executive Officer
- Environmental Services
- Office Manager
- All staff to ensure robust input into activities.
- Aboriginal community-controlled organisations and external stakeholders

Desirable Criteria

- Chainsaw operation certification (willing to obtain)
- Experience in GIS mapping programs (willing to learn)
- White Card (Willing to obtain)

Other Requirements

- This position is identified for an Aboriginal person and is in accordance with *Section 14 of the Anti-Discrimination Act 1977 (NSW)*.
- The successful candidate as a condition of employment will need to provide a:
 - Confirmation of Aboriginality
 - National Criminal Check (NCC)
 - Working with Children Check (WWCC)
 - Pre-employment medical
 - Current NSW drivers' licence

Applications Close:

11pm, Sunday 27th October 2024

To apply, please email a cover letter to Natasha@bblalc.com.au outlining your interest in the role, including a copy of your Resume/CV.

For more information, please contact Ros Carriage, CEO, Batemans Bay Local Aboriginal Land Council on 0415 803 751.



Premier
and Cabinet



Call for applications for the Victorian Aboriginal Heritage Council

The Minister for Treaty and First Peoples Natalie Hutchins is calling for applications from Victorian Traditional Owners to become members of the Victorian Aboriginal Heritage Council.

What is the Victorian Aboriginal Heritage Council?

The Council protects Aboriginal Cultural Heritage for the enjoyment and benefit of all Victorians.

The Council's principal functions are:

- advising the Minister for Treaty and First Peoples on Aboriginal Cultural Heritage in Victoria
- making decisions about applications from Traditional Owners to become Registered Aboriginal Parties
- overseeing the reporting and return of Ancestral Remains and Secret or Sacred Objects
- promoting awareness and understanding of Aboriginal Cultural Heritage.

The Council was created under the *Aboriginal Heritage Act 2006*. The Act protects Aboriginal Cultural Heritage in Victoria, just as other forms of heritage are protected under Victorian law.

The Council is comprised entirely of Traditional Owners, in line with the principle of self-determination.

Expressions of Interest are sought to fill vacancies on the Council

The minister is seeking expressions of interest from Aboriginal people who:

- are Victorian Traditional Owners
- live in Victoria
- have relevant experience and knowledge of Aboriginal Cultural Heritage in Victoria.

Consideration will also be given to experience in governance and previous work under the *Aboriginal Heritage Act 2006*.

Council welcomes applicants from a diverse range of backgrounds and experiences, including people of different genders, people of all ages, people with a disability, and LGBTIQ people.

Council members are expected to have adequate time to commit to Council. They are paid a sitting fee and are reimbursed for travel expenses in accordance with Victorian Government guidelines.

Please email your written expression of interest, addressing the above criteria to: vahc@dpc.vic.gov.au

Expressions of Interest must be received by 5pm on Wednesday 16 October 2024.

For further information, please contact the Office of the Victorian Aboriginal Heritage Council.

E: vahc@dpc.vic.gov.au

T: 03 9922 7002

W: aboriginalheritagecouncil.vic.gov.au



CHIEF EXECUTIVE OFFICER – NT

ALL ASPECTS RECRUITMENT & HR SERVICES ARE HIRING NOW!

AAR&HR Services are working in partnership with Anyinginyi Health Aboriginal Corporation to fill their current vacancy of a Chief Executive Officer, based in Tennant Creek.

Special Measures: *This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act. Aboriginal & Torres Strait Islander Men & Women are encouraged to apply.*

- **Key leadership role for experience CEO in an Aboriginal health environment**
- **Reside in the township of Tennant Creek**
- **Executive salary package**

Seeking an experience CEO to lead the organisation that is providing holistic primary health care to Aboriginal people of Tennant Creek and four small communities in the Barkly Region with a dedication to Closing the Gap in Aboriginal health within remote Australia.

About the Opportunity

Under direction of the Board of Directors, to lead and manage Anyinginyi Health Aboriginal Corporation legally and with integrity, with the resources provided, to deliver the best health comes for the Aboriginal communities of the Barkly Region and surrounding communities.

Key responsibilities

- Boards relations, compliance and Organisational performance
- Strategic direction and vision
- Resource Management
- Community and Partner and Stakeholder relations
- Leadership
- Human Resource
- Program evaluation and quality assurance
- Administrative
- Maintain professional development
- Work Health & Safety
- Continuous quality improvement responsibilities

For a full job description contact Janine at All Aspects Recruitment & HR Services on (08) 8981 7431 to go to www.aarecruit.com.au vacancies and apply.

Submit 1 page response to the selection criteria, current cv and 2 referee contact details.