

Aboriginal Community Liaison Officer – Identified

Department of Education

Employment Status: Full-time ongoing appointment

Position number and location: 174159 –Forster

Total remuneration package: \$75,992 to \$83,211 p.a. plus employer's contribution to superannuation and annual leave loading.

The role works as part of a team to develop partnerships and understanding between the Aboriginal community and the Department of Education at all levels, thereby helping to improve the outcomes for Aboriginal school students.

How to apply

To apply for this role, please submit an application online and attach a cover letter (max. 2 pages) and your resume (max. 5 pages) in either Word or PDF format. Please address any pre-screening questions and any essential requirements. We are looking for you to demonstrate your competence in the focus capabilities as outlined in the [role description](#). Please develop your responses with this in mind.

Please note that it is a requirement that all candidates submit their applications online.

No paper based, email based or late applications will be accepted.

This is a child-related position. If you are not currently employed in a child-related position in the Department of Education, you will be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment (if you do not already have this). For more information, visit ocg.nsw.gov.au/working-children-check/applicant/how-apply-wwcc. In addition, your employment may be subject to the Department's National Criminal Records Check to determine your suitability for employment.

Note: Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the *Anti-Discrimination Act 1977*.

Applicants for this position must be of Aboriginal descent, identify as being Aboriginal and be accepted in the community as such. Applicants who have not previously identified for the purposes of employment with the Department are required to provide a Confirmation of Aboriginality from a recognised incorporated Aboriginal Community organisation endorsed with common seal and a certified statutory declaration as defined in the [NSW Department of Education Confirmation of Aboriginality Guidelines](#)

Pre-screening questions:

1. Outline your skills and abilities, at a foundation level, to Manage Self (Show drive and motivation, an ability to self-reflect and a commitment to learning).
2. Outline how you demonstrate, at an intermediate level, a commitment to Customer Services (Provide customer-focused services in line with public sector and organisational objectives).
3. Outline your ability, at an intermediate level, to Deliver Results (Achieve results through the efficient use of resources and a commitment to quality outcomes).
4. Provide details of your ability, at a foundational level, to effectively Plan and Prioritise (Plan to achieve priority outcomes and respond flexibly to changing circumstances).
5. Outline your Technology skills and abilities (Understand and use available technologies to maximise efficiencies and effectiveness), at a foundational level.
6. Provide details of your Project Management ability (Understand and apply effective planning, coordination and control methods), at a foundational level.

Key Knowledge and Experience:

- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential Requirements:

- Aboriginality
- Hold a valid clearance to work with Children (Working with Children Check) for paid employment

The selection process will include a range of assessment techniques to assist in determining your suitability for the role.

Closing Date: 24 November 2022 at 11:59pm

For role enquiries please contact Jemma Stapleton on 0436 645 059 or email

jemma.stapleton4@det.nsw.edu.au

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: **000099TG**