

Project Officer, Governance (Identified)

- **Are you looking for a role where you can make a real difference by supporting Aboriginal community self-governance and economic development in NSW?**
- **We're looking for an innovative, passionate expert in project management to join our remarkable team.**
- **Clerk Grade 7/8 Ongoing Identified role.**
- **Based in Martin Place with flexible work arrangements available to work remotely.**

Salary: Clerk Grade 7/8. Package includes base salary (\$101,947 to \$112,849) plus employer's contribution to superannuation and annual leave loading.

About the role: This is a unique opportunity to join the Aboriginal Languages Trust as the Project Officer, Governance to perform project management and support activities to contribute to the development and delivery of a range of projects in line with established objectives. As part of a team, the Project Officer facilitates partnerships between Aboriginal governance bodies, government agencies, and the private and not for profit sectors to achieve common goals that support the social, economic and cultural development of Aboriginal communities. The role supports Aboriginal community self-governance and economic development by ensuring Aboriginal communities have a strong voice in decision-making at the local level; works collaboratively to improve information flows, implement projects and build capacity amongst Aboriginal governance bodies to achieve better outcomes, while ensuring culturally appropriate engagement with members of the local community.

You. Our ideal candidate:

- Demonstrated experience in project management and project support activities, including preparing reports, coordinating resources, maintaining project documentation, and implementing and monitoring project plans.
- Strong communication and relationship-building skills, with experience in maintaining effective partnerships and coordinating working groups, committees, and consultations with diverse stakeholders.
- Understanding of issues impacting Aboriginal and Torres Strait Islander peoples in NSW, with the ability to communicate sensitively and effectively with these communities.
- Ability to work collaboratively as part of a team, while also working independently to deliver project outcomes on time, within budget, and to quality standards.
- Degree in a relevant discipline or equivalent experience.
- NSW Driver's licence and willingness to travel.

Your career, your way.

We are proud of our flexible working culture, and we've been a leader of embedding flexible working practices for many years. Everyone has different needs, and our versatile work culture allows you to craft a work routine to suit you, the business, and the people we serve.

You get access to:

- flexible working arrangements
- inclusive parental leave for all new parents and return to work coaching
- flex leave
- great learning and development opportunities and professional networks
- employee support services
- fitness and well-being programs
- staff-led networks including the Aboriginal Staff Advisory Committee, DPC Diversity and Inclusion Network (DAIN), and the Young Professionals Network.

This is an Identified role under the Section 14d of the Anti-Discrimination Act 1977 and as such Aboriginality is an essential requirement of the role.

Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW *Anti-discrimination Act (1977)* for Aboriginal people who meet the following criteria:

- is of Aboriginal and/or Torres Strait Islander descent, and
- identifies as an Aboriginal and/or Torres Strait Islander person, and
- is accepted as such by the Aboriginal and/or Torres Strait Islander community.

Applications Close: Tuesday, 21 March 2023 (11:59 pm)

To start your journey in becoming our new Project Officer, Governance and to discuss this opportunity please contact the hiring manager, Elley Blacklock, Manager Strategic Initiatives and Partnerships via elley.blacklock@alt.nsw.gov.au or phone (02) 9228 5028.

To apply visit the iworkfor.nsw.gov.au quoting reference number [00009HLI](https://www.nsw.gov.au/00009HLI)