



Project Officer – Aboriginal Languages Trust

- Identified role for Aboriginal people and Torres Strait Islanders only Clerk Grade 7/8
- Position number and location: 208399, 208400 & 208401 – Mascot

Total remuneration package: \$117,032 p.a. Package includes salary (\$97,443 – \$107,864 p.a.), employer's contribution to superannuation and annual leave loading.

The Aboriginal Languages Trust (the Trust) seeks to promote, reawaken, nurture and grow Aboriginal languages across NSW. The Trust has recently been established to provide a focused, coordinated, and sustained effort in relation to Aboriginal languages activities at local, regional and State levels.

The affairs of the Trust are managed by a Board and are conducted on a not-for-profit basis. The Board reports to, and is subject to the directions of, the Minister for Aboriginal Affairs.

The Trust is a separate agency but is embedded within the Premier and Cabinet government cluster. The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government. We support the Premier and the Special Minister of State, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

About the role

- The Project Officer works as part of a team to support and deliver initiatives that progress the establishment and ongoing functions of the Aboriginal Languages Trust.
- It is a dynamic and diverse role which includes aspects of project management, coordination, liaison, monitoring and reporting, and consultation and engagement with a wide range of government and community stakeholders.
- The Project Officer is critical to supporting range of projects covering communication and promotion, governance, research, grants administration and procurement.
- To be successful in this role, you will be an experienced project or policy officer who is adaptable to new and changing priorities, and thrives in a relationship driven work environment.

How to apply

If you are interested in this role please apply online and include, a covering letter (maximum of 2 pages) addressing the pre- screening questions below and your resume (maximum 5 pages) in either Word or PDF format which clearly details how your capabilities, knowledge and experience can contribute to the success of the Directorate. Please also include the name and contact details of two referees.

Note: it is a requirement that all candidates submit their applications online via [iworkfor.nsw](http://iworkfor.nsw.gov.au). No paper based, email based or late applications will be accepted.

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

Pre-screening questions:

1. What is your understanding of the role of the Aboriginal Languages Trust, and why do you want to work with us? (300 words maximum).
2. Describe a time when you have had to work under pressure, to multiple and competing deadlines? How did you adapt to the situation? (300 words maximum).

Essential Requirements

- Aboriginality.
- Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on Aboriginal and Torres Strait Islander peoples.

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

Closing Date: 30 March 2021 at 11.59pm

For enquiries regarding this role, please contact **Liam Bennett, 0423 218 748** or by email to liam.bennett@aboriginalaffairs.nsw.gov.au.

To apply online please visit [iworkfor.nsw](http://iworkfor.nsw.gov.au) website and refer to the following keyword: 000087N8.