

2020.047 - Community Projects and Partnerships Officer - ATSI

Reference number: 2020.047

Job Type: Part Time

Package: Grade 6, salary range is \$49,150.92 p.a. for 3 days a week (\$45.01 p/h) with progression to \$52,940.00 p.a. (\$48.48 p/h) on demonstrated competencies, with performance progression to \$57,581.00 p.a.

THE POSITION: The Community Projects and Partnership Project Team works with the Social Planning and Advocacy Team, other Council teams, government and nongovernment agencies using a community development approach and social justice principles to build capacity and capability to address social disadvantage in the Fairfield LGA. This work includes developing and managing relationships and networks to coordinate work across identified sectors, as well as delivering events, projects and activities to promote services, opportunities and awareness of issues to the community. Fairfield City Council acknowledges the Cabrogal of the Darug nation as the traditional custodians of the Fairfield City Council local government area. Raising the profile of the local Aboriginal and Torres Strait Islander community, with its cultural strengths and specific needs, is a particular challenge in the diverse multicultural community of Fairfield City. This is an Aboriginal identified position.

This position requires an applicant's Aboriginality as a genuine occupational qualification authorised by Section 14 of the NSW Anti-Discrimination Act 1977. Applications not meeting this criteria will not progress to the culling stage. The Community Projects and Partnership Officer - Aboriginal and Torres Strait Islander position is a permanent part-time position (21 hours per week) created to:

- Address access and equity issues experienced by Aboriginal and Torres Strait Islander people
- Reaffirm Fairfield City Council's commitment to Reconciliation with Aboriginal and Torres Strait Islander people (this position is one component of Council's wider Reconciliation Strategy)
- Initiate and coordinate the delivery of actions in Council's Reconciliation Action Plan 2019-2023

NOTE: In order for your application to be considered you must address the following Essential and Desirable criteria specifically.

ESSENTIAL:

- Considerable experience and awareness in working with Aboriginal and/or Torres Strait Islander communities.
- Demonstrated experience in community and/or cultural development processes and program delivery with diverse and disadvantaged communities including
- Management of Interagencies, Advisory Committees, Project Teams and/or other working groups with a demonstrated ability to lead cooperative and collaborative work.
- Demonstrated experience in successfully developing systems, processes, resources and evaluation to enable improved inclusiveness and service outcomes for all people. Experience in facilitating workshops, leading and participating in community and stakeholder consultation and meetings, providing advice to influence business performance and development of specific sector development plans.
- An ability to initiate, develop, manage and

evaluate projects and services combined with the ability to work unsupervised, handling competing priorities to adapt to fluctuating workloads and changing priorities.

- Relationship building and management skills and experience to facilitate and manage relationships with key internal and external stakeholders at all levels.
- Interpersonal and communication skills including oral, written and verbal skills, for communication with a diverse range of stakeholders including undertaking promotion activities, or participation in project meetings.
- Understanding of Local Government environment.
- Knowledge of and commitment to diversity, WH&S, EEO and working in a culturally diverse community.
- Current NSW Drivers' License.
- Experience in all MS Office applications (Excel, Word, PowerPoint), including email and internet as well as databases.

DESIRABLE:

- Developed skills and knowledge in public relations and communications
- Well-developed research skills in data collection, interpretation and report writing.
- Knowledge of community issues
- Experience in managing budgets

SALARY & EMPLOYMENT CONDITIONS:

- Permanent Part-time position, 42 hours per fortnight (21 hours per week)
- This position is a Grade 6, salary range is \$49,150.92 p.a. for 3 days a week (\$45.01 p/h) with progression to \$52,940.00 p.a. (\$48.48 p/h) on demonstrated competencies, with performance progression to \$57,581.00 p.a. (\$52.73 p/h)
- Flexible working hours are available.

FURTHER CONTACTS: Enquiries regarding the position should be directed to Claudia Guajardo on 9725 0704 or a position description is available by contacting Kerrie Baker on 9725 0877.

CLOSING DATE: Monday 12 October 2020, 5.00pm.

HOW TO APPLY: Applications must address the Knowledge, Skills, Qualifications and Experience required in the Position Description also detailed as the essential and desirable in this advertisement. A Position Description is available from the contact person listed above, or from Council's Website. To apply online visit Council's website www.fairfieldcity.nsw.gov.au/fccjobs. Applications should be addressed to the undersigned and received by the closing date. Applicants must be prepared to undergo a medical examination at Council's expense. Fairfield City Council is a smoke-free workplace and is an EEO employer. Applicants must have the right to work in Australia.

The successful applicant may be required to undertake a National Police Clearance prior to commencement.

We kindly ask for no recruiters at this stage.

ALAN YOUNG - CITY MANAGER
PO BOX 21 - FAIRFIELD NSW 1860

[WEB LINK](#)