

## JOB PROFILE

# Engagement Project Officer



The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians in the Treaty process, including by:

- Acting as the First Peoples' Representative Body to negotiate and agree Statewide Treaty and Interim Agreements,
- Acting as the Aboriginal Representative Body to support Treaty negotiations (including administering the Self-Determination Fund),
- Enabling Traditional Owners and Aboriginal Victorians to exercise sovereignty, the right to self-determination and other rights; including those contained in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

*This is an Aboriginal and/or Torres Strait Islander Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.*

**Location:** Metro Region

**Reports to:** Community Engagement Manager

**Function:** This role is responsible for engaging with local Aboriginal Communities, individuals, and organisations in order to educate them on the Treaty process and make sure their voice is heard.

**Team:** Engagement Team

**Team Function:** Facilitates consultations with the broader community to ensure their perspectives are considered in the Assembly's decisions. Also, responsible for growing the Aboriginal electoral role, increasing community participation in decision-making, and supporting elected Members to fulfill their responsibilities.



## OPERATIONAL RESPONSIBILITIES

### Description

### Key Performance Indicators

#### Key Duties

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| <ul style="list-style-type: none"><li>• Plan and organise community-based events to build strong relationships.</li><li>• Promote and encourage the Aboriginal Community to join the electoral roll.</li><li>• Act as a sounding board by listening to the feedback from the Aboriginal Community.</li><li>• Deliver community feedback to the Assembly.</li></ul> | <ol style="list-style-type: none"><li>1. Community based events are well planned &amp; organised, and successful in building and strengthening relationships.</li><li>2. Electoral roll continues to grow with new members from the Aboriginal Community.</li><li>3. Valuable feedback is obtained from the Aboriginal Community and presented to the Assembly for consideration and action.</li></ol> |
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## POSITION REQUIREMENTS

### Skills, Competencies & Knowledge

- Well-developed interpersonal, verbal, and written communication skills.
- Skilled at multi-tasking across a range of tasks and maintaining momentum.
- Excellent knowledge of Aboriginal Communities and organisations in Victoria.
- Sound understanding of CRM software applications.
- Good understanding of MS Office suite.

### Experience & Qualifications

- Current Working With Children check.
- Current open driver's license.
- Experienced at working with internal & external community stakeholders.
- Experienced in planning and organising community engagement events and activities.
- Experienced at working with Aboriginal communities in Victoria.
- Experienced in working to challenging deadlines and following a documented plan.

### Personal Attributes

- Passionate about being part of a reform to benefit First Nations people in Victoria.
- Able to maintain professionalism at all times to achieve strategic objectives & outcomes.
- Able to perform under pressure and continue to adhere to company policies/values.
- Able to show empathy and respect towards colleagues and Assembly stakeholder.

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## Behavioural Responsibilities

1. Assembly Ethical Values & Compliance with Policies –  
Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in the Assembly's Standards of Conduct Policy, and adheres to all other Assembly Policies.
  2. Team Focus –  
Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
  3. Personal & Professional Development –  
Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.
- # *A copy of the Behavioural Responsibilities to be provided as part of the onboarding process.*
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