Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

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| **Position title**  | Aboriginal Community Engagement Officer |
| Position number | 709812 & 709813 |
| Division/Business Unit/Branch  | Parks and Wildlife Service / Landscape Programs / Caring for Country |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 5 |
| Position Status | Fixed Term |
| Full Time Equivalent (FTE)  | 0.5 FTE |
| Ordinary hours per week | 18.38 hours  |
| Location | Hobart and Launceston  |
| Reports to | Manager, Caring for Country |

**Position Purpose**

The Aboriginal Working on Country (WoC) Ranger Program is set to transition to a community led model over the coming years. To ensure that the process is co-designed with Tasmanian Aboriginal people, these roles have been developed to help lead engagement and provide opportunities for Tasmanian Aboriginal people to shape the framework that will support the transition of the WoC Program to a community led model.

The purpose of this role will be to lead the consultation and engagement with Tasmanian Aboriginal people on the transition of the WoC Program to a community led model.

**Major Duties**

* Engaging widely across Tasmanian Aboriginal community groups to help co-design a framework which will shape the transition of the current WoC Program to a community led model.
* Working in partnership with Tasmanian Aboriginal community groups to understand current community led Ranger Programs and how the transition of the WoC program may interact with them.
* Identifying, in partnership with Tasmanian Aboriginal community groups, any potential barriers for transitioning the WoC Program to a community led model and helping to develop solutions to address these potential barriers.
* Facilitating workshops and sessions with Tasmanian Aboriginal community groups to help collate feedback and input which will shape the framework for the transition.
* Assisting to create the framework for transition based on the input from Tasmanian Aboriginal people.
* Helping to improve Departmental understanding of the cultural values and aspirations of Tasmanian Aboriginal people related to working on Country programs and strengthen their ability to communicate more effectively with Tasmanian Aboriginal people.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
* providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; and
* ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department’s WHS Management System.

The decision making and direction in relation to the role are that:

* work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise; and
* the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Demonstrated experience in liaising, engaging, and working with Tasmanian Aboriginal people and culture, including a sound understanding of community protocols and cultural practices.
2. Prior experience in facilitating engagement sessions with stakeholders and providing feedback from those sessions.
3. The ability to work independently and contribute as a member of a team with proven ability to exercise initiative, flexibility and creativity to address challenges.
4. Good communication and interpersonal skills which demonstrate an ability to provide clear spoken and written advice, reports and/or recommendations that are understood by others.
5. Proven ability to make informed decisions, recommendations or propose alternative methods of approach to provide solutions for programs, projects or services.
6. Well-developed organisational skills with a proven capacity to work independently, determine priorities and deal with competing demands.

**Position Requirements**

Essential Requirements

* Aboriginality. The Head of the State Service has determined that this is an Aboriginal identified position and that it will be filled in accordance with the provisions of Employment Direction No. 10: Aboriginal and Torres Strait Islander Employment in the State Service.

Desirable Qualifications and Requirements

* A current motor vehicle driver licence.

**About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** is responsible for the sustainable management and protection of Tasmania’s natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department’s activities guide and support the use and management of Tasmania’s land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State’s relative disease and pest-free status.

Under Tasmania’s emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department’s website at [www.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

**Working Environment**

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout NRE Tas.

The expected behaviours and performance of the Department’s employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).