

# Position Description

## Policy Advisor (Aboriginal Partnerships]



### Position Details

<b>Position Title</b>	Policy Advisor (Aboriginal Partnerships)
<b>Position Number</b>	703402
<b>Classification</b>	Band 6
<b>Division</b>	Community Strengthening
<b>Branch</b>	Ageing, Equity and Community Development
<b>Unit</b>	Aboriginal Partnerships
<b>Reports To</b>	Principal Advisor, Aboriginal Partnerships
<b>Employment Essentials</b>	<ul style="list-style-type: none"><li>• Working with Children Check</li><li>• National Police Check</li></ul>

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

### At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

### Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Community Strengthening Division promotes and enhances community wellbeing through funding programs, service provision and community partnerships.

Services include maternal and child health, family support, youth services, aged and disability services, arts and cultural development, library services, family and children's services, social policy and venues and events.

The Division is committed to achieving the organisational goals outlined in the Council Plan, to increase community participation in through five broad approaches:

1. Understanding local issues and opportunities
2. Developing and implementing key plans and strategies
3. Building partnerships and projects
4. Advocacy from a human rights-based approach
5. Supporting and enhancing community participation

The Policy Advisor, Aboriginal Partnerships, is part of the Aboriginal Partnerships Unit within the Ageing, Equity and Community Development Branch of the Community Strengthening Division.

The Ageing, Equity and Community Development Branch leads and supports programmes and initiatives that promote community health, safety and wellbeing; build confidence, capacity and resilience; and support

# Position Description

## Policy Advisor (Aboriginal Partnerships]



under-resourced and marginalised groups affected by systemic barriers and social injustice. The branch undertakes social research, planning and policy development, drives community advocacy and engagement, and delivers collective impact and place-based initiatives in partnership with communities, agencies and government.

The Aboriginal Partnerships Team works with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Aboriginal and Torres Strait Islander peoples, community-controlled organisations and other partners to build relationships, strengthen partnerships and share knowledge. The team develops policies and programs that advance self-determination, cultural preservation, wellbeing and socio-economic inclusion, and provides expert advice on emerging issues to promote inclusive and respectful policy and practice across Council and beyond.

<b>Position reports to:</b>	Principal Advisor, Aboriginal Partnerships
<b>Internal Relationships:</b>	Works collaboratively, under the guidance of the Principal Advisor, across the Ageing, Equity and Community Development Branch, the Community Strengthening Division and other Directorates to embed Aboriginal partnerships and perspectives in Council's work.
<b>External Relationships:</b>	Supports relationships with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, the Yana Ngargna Advisory Group, the Marnelong Network, Aboriginal community-controlled organisations, Aboriginal-controlled businesses, other local governments, state and federal government agencies, peak bodies, public and private sector partners, and all First Peoples and community members connected to Yarra.
<b>Project Management</b>	Contributes to defined portfolios of work under the direction of the Principal Advisor. Assists in coordinating internal and external project teams to support delivery of assigned projects.

## Position Overview

The Policy Advisor, Aboriginal Partnerships, supports the Principal Advisor, Aboriginal Partnerships, to advance Council's commitment to self-determination and improved outcomes for First Peoples of Yarra. Reporting to the Principal Advisor, the position assists in developing, implementing and reviewing policies, strategies and initiatives that strengthen Aboriginal participation, visibility and partnership across Council. The role contributes to the implementation of key strategic frameworks including the Council Plan, Health and Wellbeing Plan and Yana Ngargna Policy Framework.

Under the strategic direction of the Principal Advisor, the role undertakes research and analysis to inform advice and reporting, contributes to policy papers, submissions and briefings, and monitors emerging issues and reforms affecting First Peoples. It works collaboratively across Council and with external stakeholders including the Yana Ngargna Advisory Group, Marnelong Network, Traditional Owners and Aboriginal community organisations to embed culturally safe and inclusive approaches in Council's work.

## Key Responsibilities

### All Yarra employees

Demonstrate leadership in reducing Yarra's emissions and building a climate-resilient future by embedding climate considerations into all of Council's activities.

### In addition to this:

**Policy development and advice:** contributes, under the direction of the Principal Advisor, to the development, implementation and review of policies, strategies and action plans that advance Council's commitments under the Yana Ngargna Policy Framework and related strategies.

**Research and analysis:** undertakes research and analysis to inform evidence-based advice, reports and submissions on issues affecting First Peoples of Yarra, as directed by the Principal Advisor.

**Internal coordination:** facilitates consultation across Council to embed culturally safe and inclusive approaches in projects, programs and decision-making.

**Stakeholder relationships:** maintains effective relationships with the Yana Ngargna Advisory Group, the Marnelong Network, Traditional Owners and Aboriginal community organisations, in coordination with and under the leadership of the Principal Advisor.

**Governance and secretariat support:** provides secretariat and coordination support to the Yana Ngargna

# Position Description

## Policy Advisor (Aboriginal Partnerships]



Advisory Group, the Marnelong Network and other relevant governance forums, under the guidance of the Principal Advisor, including agendas, minutes and follow-up actions.

**First Peoples-led initiatives:** supports Aboriginal-led projects and partnerships under the direction of the Principal Advisor, helping to co-design initiatives that promote self-determination, cultural strength and socio-economic inclusion.

**Cultural events and recognition:** contributes to community and civic events that celebrate the histories, cultures and contributions of the Wurundjeri Woi Wurrung and all Aboriginal and Torres Strait Islander Peoples.

**Policy monitoring:** tracks emerging issues, reforms and legislative changes relevant to Aboriginal affairs, reconciliation and community wellbeing.

**Reporting and communication:** prepares accurate, well-written reports, correspondence and presentations for internal and external audiences.

**Continuous improvement:** contributes to evaluation and learning processes to strengthen alignment between policy intent and program delivery.

### Accountability and Extent of Authority

- Works under the general direction of the Principal Advisor, Aboriginal Partnerships.
- Accountable for the quality, accuracy and timeliness of research, analysis, advice and coordination provided in support of the Aboriginal Partnerships Team's work program.
- Freedom to act is determined by clear objectives and established policies, with guidance available as required.
- Decisions and actions are expected to improve the quality of Council's policy advice, reporting and coordination of Aboriginal partnerships but do not commit Council to new policy directions or expenditure.
- The position may coordinate contractors or small project budgets within approved delegations and is responsible for maintaining accurate records and documentation

### Judgement and Decision Making

- Exercises independent judgement in day-to-day work, guided by established policy, legislation and procedures, and under the broad direction of the Principal Advisor.
- Selects appropriate methods and resources to achieve objectives, referring complex or sensitive matters for guidance.
- Judgement is applied in interpreting research findings, preparing advice, and engaging with stakeholders, ensuring cultural safety and accuracy of information.

### Management Skills

- Plans and prioritises own workload to meet agreed objectives, timeframes and standards, under broad direction from the Principal Advisor.
- Coordinates discrete projects and governance activities, ensuring timely completion of tasks and accurate reporting.
- Effectively manages time, competing demands and administrative responsibilities.
- Contributes to a collaborative and supportive team environment and assists the Principal Advisor in meeting reporting, project and governance obligations

### Interpersonal Skills

- Builds constructive working relationships under the guidance of the Principal Advisor and represents Council in a professional and culturally appropriate manner.
- Communicates clearly and respectfully with a wide range of internal and external stakeholders.
- Listens actively, seeks feedback and contributes to shared understanding and mutual respect between Council and First Peoples partners.

### Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative

# Position Description

## Policy Advisor (Aboriginal Partnerships]



requirements and Council policies and procedures.

- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

### Specialist Skills and Knowledge

- Proficiency in the application of a relevant theoretical discipline to defined policy and project work, with analytical and investigative skills to support policy formulation and evaluation under general direction.
- Ability to design and undertake social research and analysis, interpreting data and evidence within established frameworks.
- Capacity to collate and synthesise information from relevant sources, including academic and grey literature, and prepare concise findings and recommendations.
- Experience contributing to the preparation of reports, policy papers and submissions on social research and policy matters.
- Confidence in presenting information and advice in meetings and professional forums, as required.
- Understanding of organisational values, policies and the broader legal and political context in which local government operates.
- Awareness of the long-term goals of the Unit, Branch and organisation, and ability to align work accordingly.
- Strong written and verbal communication skills, including the ability to draft clear and accessible briefs, reports and correspondence.
- Proficient administrative and digital skills, including time and project management within set objectives and budgets, competence with Microsoft 365 applications (Word, Excel, PowerPoint, Outlook), and basic financial management of project budgets to ensure delivery within scope, time and cost parameters.

### Qualifications and Experience

- A tertiary qualification in the social sciences, public policy, community development or a related field.
- Relevant experience in policy or program work within local government, the public sector or a comparable community context.

### Key Selection Criteria

1. Demonstrated experience contributing to the development, implementation and evaluation of policies, strategies or action plans in a local government or comparable setting.
2. Proven ability to undertake research and analysis, translate findings into clear advice, and prepare well-written reports, briefs and submissions for diverse audiences.
3. Awareness of the issues and policy settings affecting Aboriginal and Torres Strait Islander communities, and the ability to apply this understanding by engaging respectfully and working collaboratively with Traditional Owners, First Peoples and Aboriginal Community Controlled Organisations, and other partners to support shared objectives.
4. Well-developed interpersonal and communication skills, including the ability to work collaboratively, negotiate and contribute effectively within multidisciplinary teams.
5. Strong organisational and time-management skills, with the ability to plan, prioritise and deliver work to deadlines under general direction.