

Position Description



WORKING TOGETHER FOR A THRIVING COMMUNITY

POSITION TITLE:	Manager First Nations Engagement and Outcomes
POSITION NUMBER:	
DIRECTORATE:	City Life
DEPARTMENT:	First Nations Engagement
CLASSIFICATION:	MSP 1
REPORTS TO:	Executive Director, City Life
DIRECTLY MANAGES:	First Nations Engagement Team
KEY STAKEHOLDERS:	Executive Leadership Team; Senior Leadership Team, City staff Wadawurrung Traditional Owners Corporation and First Nations People in the City and Region
DATE:	21/08/2024

POSITION SUMMARY:

The Manager, First Nations Engagement and Outcomes will work across Wadawurrung Country and with Wadawurrung Traditional Owners Corporation who are the Recognised Aboriginal Party covering Geelong.

In addition to Wadawurrung Traditional Owners Corporation, this position will work closely with First Nations service providers and stakeholders across the region including Wathaurong Aboriginal Cooperative.

This position is accountable for championing the development and implementation of the Council's Reconciliation Action Plan. The role will provide visionary leadership for the City's strategic and coordinated approach to engaging with First Nations people, organisations, and communities.

The role will drive the positive engagement of First Nations communities to achieve the City's strategic goals and priorities and will establish and lead a dedicated First Nations function, building a multi-disciplinary team and a robust network of First Nations professionals to drive outcomes across the organisation.

ABOUT US:

The City Life Directorate aims to provide quality services to the community, including First Nations Engagement and Outcomes, Family Services, Community Safety and Regulation, Community Strengthening, Community Care, Swim, Sport & Leisure Services and Community Participation.

Visit our website to read about the [City of Greater Geelong](#), [our values](#), and [our vision and strategy](#).

KEY POSITION RESPONSIBILITIES:

People & Organisational Leadership

- Lead the development and maintenance of strong and effective relationships with First Nations organisations and communities.
- Play a pivotal role and provide strategic leadership as a member of the internal First Nations Leadership Group.
- Develop a clear, inspiring vision for the team's future, formulate goals to achieve it, and communicate it effectively to lead the department.
- Develop departmental capabilities to meet the requirements of its future strategic goals.
- Establish and lead a dedicated First Nations function within the City, with the objective of assembling a multi-disciplinary team and fostering a network of First Nations professionals throughout the organisation.
- Motivate and provide strong operational leadership to the department by fostering an inclusive, customer focused and accountable culture.
- Manage and coach a team of leaders and professionals ensuring that they feel valued, have the necessary resources and support to succeed and develop in their roles.
- Maintain appropriate organisational structures and communication channels to ensure staff are engaged, committed and results oriented.
- Offer strategic guidance and support to the First Nations Employment and Engagement Officer.
- Facilitate the development and implementation of internal City policies and procedures that enhance cultural awareness and ensure a safe and inclusive environment for First Nations People.
- Oversee and provide strategic leadership for future First Nations positions that may be established or engaged periodically.
- Lead the reengagement of Kilangitj Aboriginal Advisory Committee members to review and determine the future of the Committee.

Organising Resources & Planning

- Develop and integrate the department's initiatives and annual business plans in line with the Directorate strategy, balancing value for our community and customers within the financial, social, environmental and resource constraints.
- Manage all aspects of the department's resources and budget planning for effective operations; regularly tracking and reporting on performance against departmental goals.
- Encourage the use of the appropriate systems and processes, and ensure that organisational policies, governance mechanisms, professional standards and regulations are adhered to across all activities.
- Foster a culture of continuous improvement and quality outcomes, to motivate staff to deliver timely quality service to our customers and community and implement best practices to proactively improve their experience.
- Adopt a proactive risk management approach to ensure risks are identified, quantified, controlled, and reported so that our people, contractors, and the community are protected.

- Advocate for and oversee the strategic development and execution of the City's Reconciliation Action Plan (RAP), collaborating with various City Departments and both local and National First Nations organisations.
- Provide strategic advice to the Executive Leadership Team (ELT), Senior Management, Council Officers, Council and community regarding First Nations self-determination and reconciliation including through the preparation of high-level reports and briefings for Council as required.
- Participate and represent the City in local First Nations networks, forums and working groups as required.

Specialist Work

- Manage and balance the needs of key stakeholders to ensure department priorities are met and the services provided to customers by the team meet customer expectations.
- Design and implement a sustainable framework and operational model to support the First Nations function, ensuring decision-making processes are inclusive, promoting collaboration, and continuously integrating First Nations perspectives into the city's initiatives.
- Act as the City's principal liaison for First Nations organisations.
- Lead a customer first and best practices approach in the department to address challenges in delivering First Nation services to City's customers and community.
- Manage the partnership agreement with the Wadawurrung Traditional Owners Aboriginal Corporation and the City.
- Engage and build strategic networks and partnerships internally and with First Nations organisations to address community priorities and elevate the recognition and celebration of significant events for First Nations People, including Reconciliation Week and NAIDOC Week activities.
- Foster cross-departmental collaboration within the City to enhance staff capabilities in engaging and communicating with First Nations People, communities, organisations, and businesses in a culturally respectful manner, thereby strengthening relationships and establishing enduring connections.
- Maintain an up-to-date understanding of State and Commonwealth Government policies and initiatives, gather and analyse local data to comprehend the issues and needs of First Nations People in the City and Region, and subsequently offer informed advice to the Council, Executive Leadership Team, and Council staff.

The above information is graphically depicted in the **Position Balance** graph below. It shows the approximate degree of time one may require dedicating towards people leadership, organising resources/ planning and specialist work. The time horizon indicates the timeframes the important tasks in this job may take to create an impact on the organisation indicating the level of strategic thinking and impact.

People & Organisational Leadership 35 – 55%	Organising Resources & Planning 20 – 40 %	Specialist Work 15 – 30%
Time Horizon 2 – 5 years		

KEY SELECTION CRITERIA:

*We embrace diversity and encourage applicants to apply, even if they don't meet all the essential criteria.
We value different experiences, unique skills and believe in providing opportunities for growth.*

REQUIRED	DESIRABLE
Education and Experience	
<ul style="list-style-type: none"> • Significant professional experience in working with First Nations People and Organisations. • Demonstrated senior leadership experience in establishing and managing First Nations functions and teams. • Proven expertise in cultivating and sustaining high-impact relationships with First Nations organisations and communities. • Knowledge of government policies and initiatives impacting First Nations communities, with the ability to provide strategic guidance and policy interpretation. 	<ul style="list-style-type: none"> • A tertiary qualification in a relevant discipline.
REQUIRED	DESIRABLE
Skills and Knowledge	
<ul style="list-style-type: none"> • Advanced strategic advocacy and oversight in the implementation of Reconciliation Action Plans. • Demonstrated people management skills to support, influence and foster a productive team culture. • Strategic advisory skills on First Nations matters for executive. • Demonstrated ability to contribute to an organisation at both the strategic and operational level. • Accomplished negotiation, writing, presentation and public speaking skills to influence stakeholders and achieve support for department outcomes. • Well-developed problem solving and stakeholder management skills with the ability to build cooperation and partnerships, specifically undertaking strategic management of partnership agreements with Traditional Owners. • Leading cross-departmental collaboration to ensure culturally respectful engagement. • Proven track of leading teams through change ensuring strong stakeholder engagement throughout the process. • Demonstrate experience in designing and implementing robust, sustainable frameworks for inclusive decision-making. • Demonstrated project management experience with the ability to lead small to medium sized projects to quality outputs, within tight deadlines and budget. 	<ul style="list-style-type: none"> • Demonstrated skills in business planning and management, budget development, financial and resource management, and complex reporting in accordance with strategic goals and KPIs.

REQUIRED

DESIRABLE

Licenses or Checks

- Victorian Driver's License
- Working with Children Check
- Police Check

APPENDIX 1: ADDITIONAL GENERAL INFORMATION:

General Expectations

- Behave according to the City's values and expectations.
- Behave according to the City's Leadership capability framework which specifies the behaviours for being an effective people leader.
- Adhere to the Council's policies and procedures and carry out duties as deemed reasonable and relevant to this position.
- Understand and adhere to relevant Delegations and Regulations applicable to this role.
- Participate in building ethical organisational culture, by preventing, detecting and reporting fraud and corruption.

Child Safety Responsibilities:

We are committed to being a child-safe organisation and have zero-tolerance for child abuse. We have specific policies, procedures, and mandatory training in place to support employees, volunteers, and contractors to achieve and adhere to these commitments. Please read our [Child Safe Standards Management Policy](#).

Diversity and Inclusion

At the City we want a workforce that reflects the community we live in. We welcome and embrace everyone, all people with their own unique experiences, and support and encourage all our employees to do their best work, have equal access to opportunities and a just working environment. For this reason, we particularly welcome and encourage applications from First Nations people, people with diverse cultural and linguistic backgrounds, from the LGBTQIA+ community, people with disability and people of all genders, ages and diverse experience.

Risk Management and Occupational Health, Safety & Wellbeing (HSW) Responsibilities:

- Promote and lead a positive occupational health, safety, and wellbeing culture by demonstrating a positive commitment to HSW.
- Understand and comply with all City of Greater Geelong HSW policies, procedures, and legislative requirements relevant to the position.
- Take responsibility for own safety, as well as functional responsibility for HSW performance within area of responsibility.
- Perform work in a safe and appropriate manner, ensure understanding of any hazards and risks that may be present.
- Ensure behavior does not interfere with the HSW of others, including discrimination, bullying or harassment.
- Proactively report, promptly investigate, and address any incidents, injuries, hazards, or unsafe work practices.
- Actively manage the return to work of any injured workers in conjunction with the Injury Management Team
- Complete all mandatory and recommended WHS training as scheduled.

The following general physical, functional, and psychosocial requirements may apply to this position. [Specific physical requirements will be attached if applicable.](#)

Physical and Functional Requirements	Psychosocial Requirements
<ul style="list-style-type: none">• Some manual handling tasks.• Prolonged periods of inactivity, e.g., sitting at the computer.• Regular keyboarding associated activities.	<ul style="list-style-type: none">• Dealing with politically sensitive information and managing demanding stakeholders in stressful situations.• Dealing with staff conflicts and performance management issues.• Demanding deadlines, requiring working longer hours or over weekends.• Undertaking decisions that can make lasting impact to the organisation and community.