



Position Details

Position title:	First Peoples Lead
Award Classification:	Band 7
Department:	Community Building and Inclusion
Division:	Community Wellbeing and Inclusion
Date Approved:	May 2024
Approved By:	GM Community Wellbeing and Inclusion

Organisational Relationships:

Reports To:	Coordinator Cultural and Community Partnerships
Supervises:	Aboriginal and Torres Strait Islander Community Broker Aboriginal Cadet
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Members of the local First Peoples community, Traditional Owners, Registered Aboriginal Parties, Reconciliation Australia, local not-for-profit agencies (including but not limited to Ngwala Willumbong, Windana) community groups (Port Phillip Citizens for Reconciliation), statutory authorities including First Peoples State Relations, Victorian Aboriginal Heritage Council, Department of Families, Fairness and Housing (DFFH), Victoria Police, broader residents, members of the public and consultants.

Position Objectives

This is a position identified for an Aboriginal or Torres Strait Islander person.

- To provide meaningful and inspired leadership to our First Peoples Program and team
- To offer leadership and advice to the organisation and the Council
- To oversee partnerships with Traditional Owners, Aboriginal organizations, and communities to enable self-determination and voice



- To enhance organisational competency in matters of cultural knowledge and safety, ceremony planning, advice, and decision-making
- To understand the challenges and strengths that exist within Port Phillip's local Aboriginal and Torres Strait islander communities and provide direction, to activate or advocate for change.

Key Responsibilities and Duties

- To oversee key stakeholder relationships and facilitate effective communication, negotiation, and issues management regarding First Peoples
- To provide cultural leadership in relation to implementation of Council's third Reconciliation Action Plan
- Serve as the liaison point for the Council on cultural matters
- To oversee and advise on the organisation and delivery of ceremonial activities and significant days
- To develop and maintain cultural protocols, policies, and strategies for matters of knowledge, ceremony, planning, advice, and decision-making, with oversight of their use
- Evaluate emerging topics and opportunities, offering advice across a spectrum including Reconciliation guidance, employment, health and well-being service planning, civic protocols, traditional ownership, and land management
- Work with the Aboriginal Community Broker to strengthen connections within First Peoples networks, local governments, and agencies to achieve sustainable local outcomes
- Enhance understanding and promote positive race relations through oversight of organisational learning for employees and Council members
- Facilitate internal relationships with Council staff in areas impacting First Peoples' well-being

Accountability and Extent of Authority

- Take accountability for managing the team's project budgets within the limits of delegated financial authority
- Manage First Nations contracts and service agreements to ensure requirements are met within agreed resources and timeframes
- Provide specialist advice on trends, needs and issues within the Aboriginal and Torres Strait Islander communities
- Provide specialist advice on the impact of Council policies and strategies on the local First Peoples in our community
- Analysis of options, consideration of implications including technical and legal requirements of Council regarding issues faced by the Aboriginal and Torres Strait Islander population as applied to the organisation
- Responsible for representing the Council in public meetings and during consultations with local communities and Traditional Owners
- This position will at times require a degree of confidence and autonomy



Judgement and Decision Making

- Presents formal advice to Council on the needs of local First Peoples communities and recommends Council's response to issues as required
- Decision-making and advice to be informed by voices of local communities, including all Traditional Owners and Registered Aboriginal Parties
- Ability to think strategically to understand the needs of the local Aboriginal and Torres Strait Islander communities and the future vision of Council and the Community and strategically plan for positive social justice outcomes

Specialist Skills and Knowledge

- An ability to understand needs through social research and understanding
- Ability to identify and advise on how the broad range of Council policies and services can be used to enhance the well-being of Aboriginal and Torres Strait Islander people
- Apply an understanding of the diversity of views within First Peoples' cultures, society, and local knowledge
- Ability to communicate effectively across a range of sensitive issues
- An understanding of the relevant State and Commonwealth Government departments to deliver resources for community needs
- Has established connections to First Peoples networks, Aboriginal Controlled Organisations, and communities

Management Skills

- Ability to manage own time, plan, and organise own and/or others' work and resources (advanced level)
- To assist direct reports by providing advice, guidance, training, and managing work programs (advanced level)
- Ability to establish a framework for the voices of the indigenous peoples to ensure representation of the diverse range of views within the local community (high level)
- Ability to work effectively across the organisation with Council staff working across various diverse areas
- Develop project budgets and work within delegated financial authority and Council financial reporting processes (high level)
- Manage contracts and service agreements (high level)

Interpersonal Skills

- Leadership skills including the ability to make sound decisions, lead, and provide influence within the organisation in response to local First Peoples communities and stakeholders
- Ability to build relationships, establish a high level of rapport and connection with a diverse range of stakeholders to inform the Council's response on issues relating to First Peoples



- A high level of written communication including the preparation of internal and externally facing correspondence, policies, protocols, and written public reports that can adapt to the needs of Council, Councillors, Community and Customers.
- Ability to work effectively as part of a team and across a diverse range of areas within the organisation
- Ability to work independently with initiative, and where required at times, provide a flexibility and response to direction or external decisions

Qualifications and Experience

- Tertiary qualification (Certificate, Diploma, or Degree) in the social sciences, Aboriginal studies, community development or related field or can demonstrate they are actively studying to complete aforementioned tertiary qualifications.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments. Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- Thorough knowledge and understanding of First Peoples' culture.
- Demonstrated ability to communicate sensitively, and effectively.
- Experience in policy development, report writing, including briefing papers and discussion papers, as well as management of projects.
- Experience in sustaining engagement and partnership approaches between Council / government, Traditional Owners, Aboriginal-controlled organizations, and local communities.
- Experience in program and policy development supporting the Aboriginal and Torres Strait Islander communities and apply this to work within corporate processes and timeframes
- Relevant tertiary qualifications and relevant experience.



City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First