



### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Aboriginal Trainee

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Community and Lifestyle	Level: 1
Reports to:	Manager Community Development	
Supervision of:	Nil	
Significant Working Relationships:	Community, business and agency stakeholders Directorate team members Key internal stakeholders	

### 2. Position summary

This traineeship is designed to support an Aboriginal candidate in developing skills, gaining experience, and building knowledge in community development. The role will contribute to the Shire's preparation for the development of a Reconciliation Action Plan (RAP). The role is focused on customer service, community engagement, and supporting the Community Development Team in researching and promoting local Aboriginal culture, heritage, and reconciliation.

**Section 50(d) of the *Equal Opportunity Act 1984* applies to this role.**

### 3. Community strategic objectives



## 4. Our values

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**Excellence** - We are committed to an exceptional customer experience.

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## 5. Key duties and responsibilities

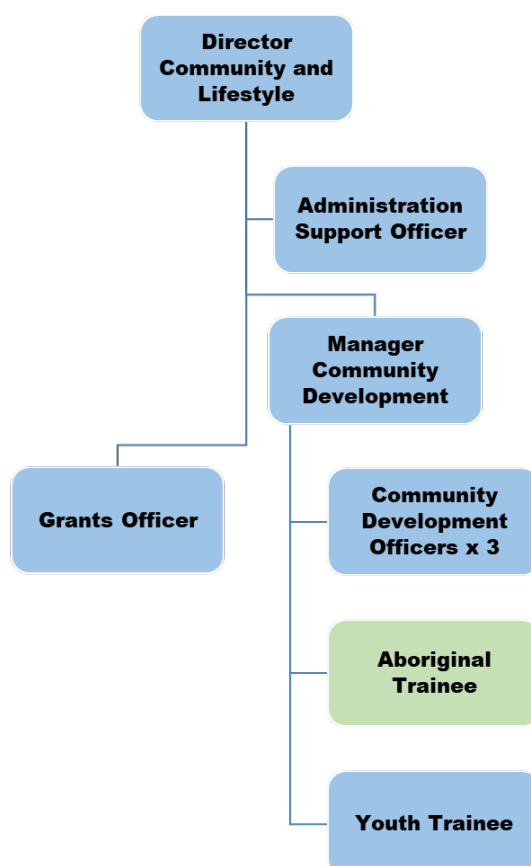
Key functions	Specific duties
Customer service	<ul style="list-style-type: none"><li>• Provide a friendly and welcoming point of contact and ensure a high quality of customer service standards.</li><li>• Support the Community Development Team in delivering culturally respectful services and programs.</li><li>• Accompany the Community Development Team and other Shire staff at regional forums, networks, and meetings as required.</li></ul>
Youth Strategy	<ul style="list-style-type: none"><li>• Support the implementation of the Voices of our Youth Strategy 2021- 2026.</li><li>• Support the design, development and implementation of Community Development initiatives.</li><li>• Assist in the development of promotional materials to promote projects, events and strategies.</li><li>• Participate in the Youth Collective.</li></ul>
Reconciliation Action Plan Support	<ul style="list-style-type: none"><li>• Collaborate with the Community Development Team to support the research, groundwork, and consultation required for the development of a Reconciliation Action Plan.</li><li>• Assist in planning and organising community consultation sessions with Aboriginal communities, Elders, and other stakeholders.</li><li>• Contribute to identifying initiatives that celebrate and acknowledge Aboriginal history and culture.</li></ul>
General	<ul style="list-style-type: none"><li>• Complete financial management functions in accordance with the Shire's procurement processes.</li><li>• Undergo training and mentoring to build awareness of youth and Aboriginal community development practices. .</li></ul>
Other	<ul style="list-style-type: none"><li>• Reasonable duties commensurate with classification level.</li><li>• National Crime Check.</li><li>• Working with Children Check.</li></ul>

Organisational	<ul style="list-style-type: none"> <li>• Work in accordance with the Shire's Work Health and Safety and risk management principles.</li> <li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development.</li> <li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li> </ul>
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## 6. Extent of authority

Position operates under the general direction of the Manager Community Development and the Director Community and Lifestyle within established guidelines, procedures and policies of Council.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Demonstrated interest in community development and Aboriginal engagement.
2. General knowledge of the local places and issues within the Shire of Harvey.
3. Demonstrated written and verbal communication skills.
4. Availability to work flexible hours, including weekends when required.
5. Reside within the Shire of Harvey.

### Desirable

1. Knowledge of local government practices
2. Ability to research and develop grant submissions and/or fundraising.
3. Participation in volunteering and/or community groups.
4. Willingness to complete further studies in an area that is relevant to Community Development.
5. Current 'C' Class Driver's Licence.