

Role Description

Aboriginal Partnerships Officer



Regional
NSW

Cluster	Regional NSW
Department/Agency	Department of Regional NSW
Division/Branch/Unit	Regional Development
Location	Wollongong or Nowra
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	132511
PCAT Code	1119192
Date of Approval	May 2022
Agency Website	www.nsw.gov.au/regionalnsw

Agency Overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

The NSW Government's eyes and ears on the ground for regional development and infrastructure delivery, providing multi-agency coordination, program and grant funding, community planning and coordination, and emergency response delivery.

Regional Development and Programs plays a crucial leadership and community-facing role to support improved outcomes in economic development and community wellbeing for regional NSW.

Our Regional Development branch contributes to the RDP priorities by facilitating business and industry growth and diversification to increase employment and training opportunities. We support economies in transition and work with critical stakeholders to increase service accessibility and improve the quality of life for regional NSW. Our coordination expertise enables the delivery of social outcomes, and as trusted advisors, we inform decision making and government intervention activities.

Primary purpose of the role

Provide advice and project management support to contribute to the development and implementation of Aboriginal Partnerships projects, strategies, and initiatives, in partnership with, Aboriginal communities that improve economic and social outcomes for Aboriginal people in regional NSW.

Key accountabilities

- In conjunction with key local Aboriginal community representatives, co-design solutions that utilise NSW Government programs to increase economic participation, grow employment, improve skills and employability and improve services for Aboriginal people in regional NSW. Utilise NSW Government facilitation services and programs to provide an effective integrated team approach to the successful development and implementation of regional projects, strategies and initiatives.
- Implement culturally appropriate Aboriginal Partnerships framework across government agencies including local councils, and the private sectors to connect capacity building in non-Aboriginal organisations. This includes supporting the pipeline of Aboriginal employment and training pathways.
- Create and support new opportunities in regional economies and access to markets by supportive Aboriginal economic participation, education and skills development into government and private sector priorities including the Defence supply chain across Illawarra Shoalhaven.

- Ensure ability to manage increase demand of cultural components and meet equal partnerships for all parties by providing support in Aboriginal Partnerships existing projects and major projects in the pipeline across the Illawarra Shoalhaven. This includes developing sectors that need culturally appropriate support at an operational level to maximise outcomes across the Illawarra Shoalhaven.
- Develop and maintain effective working relationships with government agencies and key internal and external stakeholders to ensure the Government's priorities are understood and met at the regional level, particularly on multi-agency issues with whole-of-State significance.
- Assist in the delivery, coordination, monitoring and reporting of key Regional Funds by the collection of data and narrative to assist in the delivery of key Regional Programs
- Support the team in the administration and monitoring of key liveability, economic, and Aboriginal activity across our work and maintain a sound understanding of regional issues and priorities to facilitate communication, discussion and brokerage of solutions with key agencies and stakeholders.
- Clearly represent the Department's position in negotiations with government departments, councils, non-government organisations, industry and the community on multi-agency and intergovernmental matters.

Key challenges

- Managing expectations of community and balancing competing priorities of community and government in relation to Government policy, programs and support.
- Managing internal and external consultations and negotiations on projects and initiatives with a wide range of stakeholders with varying philosophies, capabilities and interests.
- Recognising the line between political and appropriate Departmental work, with strict adherence to the DRNSW Code of Conduct, the Department's Support for Premier, Deputy Premier and Cabinet Protocol and other relevant documents

Key relationships

Who	Why
Internal	
Director and/or Deputy Director Regional Co-ordination	<ul style="list-style-type: none"> • Report activities, receive guidance, share information, and discuss applications for financial assistance and facilitation provided to clients/stakeholders or projects.
Team Members	<ul style="list-style-type: none"> • Share and discuss tasks, project outlines, targets and gather information in managing the requirements of Aboriginal communities and businesses.
Departmental staff	<ul style="list-style-type: none"> • Liaise with other Departmental staff to scope and plan activities and projects which will ensure the Illawarra Shoalhaven is recognised as a culturally informed team.
External	
Other government staff, external organisations and business	<ul style="list-style-type: none"> • Scope and plan activities and co-ordinate projects which will bring the broadest suite of government support to an Aboriginal business or community project.
Government, public sector, non-government, industry and community sectors	<ul style="list-style-type: none"> • Develop a portfolio of clients and projects which will deliver outcomes to Aboriginal communities. • Develop and maintain effective working relationships to facilitate the engagement and input of external stakeholders to support the development and delivery of state and regional priorities and/or service delivery reforms.

Role dimensions

Decision making

The role

- Providing information and advice and liaising, consulting and working collaboratively with internal and external stakeholders
- Independently sets priorities and makes decisions on matters in relation to the projects and targets the role is responsible for, and seeks advice from the manager as required
- Works with other key Federal, State agencies and Local Government, businesses, education providers and stakeholders to arrange joint activities
- Establishes client needs and assesses the suitability and relevance of a range of programs and third party services in consultation with the manager where delegated.
- Responsibility for managing information gathering, meeting project milestones and deadlines, and facilitating collaborative working arrangements.

Reporting line

The Aboriginal Partnerships Officer reports to the Deputy Director, Economic Development in the respective regional location.

Key Knowledge and Experience

- Demonstrated experience working with Aboriginal people, government organisations and communities with the ability to communicate across cultures
- Current NSW Driver Licence and willingness to travel
- Relevant Tertiary qualifications or equivalent experience
- Sound understanding of the environmental, social and economic regional issues facing Aboriginal communities.

Essential requirements

- Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW Anti-discrimination Act (1977) for Aboriginal people who meet the following criteria:
 - is of Aboriginal and/or Torres Strait Islander descent, and
 - identifies as an Aboriginal and/or Torres Strait Islander person, and
 - is accepted as such by the Aboriginal and/or Torres Strait Islander community
- *Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).*

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities



Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
<div> Personal Attributes</div>	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
	<div> Relationships</div>	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Tailor communication to diverse audiences• Clearly explain complex concepts and arguments to individuals and groups• Create opportunities for others to be heard, listen attentively and encourage them to express their views• Share information across teams and units to enable informed decision making• Write fluently in plain English and in a range of styles and formats• Use contemporary communication channels to share information, engage and interact with diverse audiences
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none">• Take responsibility for delivering high-quality customer-focused services• Design processes and policies based on the customer’s point of view and needs• Understand and measure what is important to customers• Use data and information to monitor and improve customer service delivery• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers• Maintain relationships with key customers in area of expertise• Connect and collaborate with relevant customers within the community	Adept

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
<div><p>Results</p></div>	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none">• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence• Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience• Seek contributions and ideas from people with diverse backgrounds and experience• Participate in and contribute to team or unit initiative to resolve common issues or barriers to effectiveness• Identify and share business process improvements to enhance effectiveness	Adept
<div><p>Business Enablers</p></div>	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none">• Understand all components of the project management process, including the need to consider change management to realise business benefits• Prepare clear project proposals and accurate estimates of required costs and resources• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements• Identify and evaluate risks associated with the project and develop mitigation strategies• Identify and consult stakeholders to inform the project strategy• Communicate the project’s objectives and its expected benefits• Monitor the completion of project milestones against goals and take necessary action• Evaluate progress and identify improvements to inform future projects	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Business Enablers	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Finance	Understand and apply financial processes to ensure effective purchasing and contract performance	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate