

		<b>Connection to Country Project Officer Position Description</b>			<b>MGR01</b>	
Prepared By:	<b>Tadashi Nakamura</b>	Issued	21/04/2023	Copy no	1	
Authorised By	CEO	Replaces		Page	1 of 3	
Reason for Amendment	New position to implement the Connection to Country Project					

POSITIONS DETAILS	Connection to Country Project Officer
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Business
REPORTS TO:	Operations Director
DIRECT REPORTS:	NIL
EMPLOYMENT	Casual or Part-Time Fixed Term Contract
CONDITIONS:	Until 30 June 2024. Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Connection to Country Project Officer is a newly created position at Tauondi Aboriginal College (Tauondi). The CtC Project Officer's role will focus on the delivery of the Connection to Country as specified in the Project Proposal. The project objective is to engage young Kurna people in learning about relevant cultural protocols, on Kurna land and when on country of other nation groups, and supporting them to share this knowledge with others, including non-Aboriginal people.</p> <p>The CtC Project Officer will work toward the following key deliverables:</p> <ul style="list-style-type: none"> <li>• Process to engage young Kurna people in the project;</li> <li>• Mapping of sites of significant across Kurna land, in partnership with Kurna community members, young Kurna people and other key stakeholders;</li> <li>• Creation and installation of signage across Kurna land in Kurna and English on identified sites of significance to Kurna.</li> <li>• Use of mapping and signage in connecting young Aboriginal people to their country, languages and cultures and supporting them to share this understanding with non-Aboriginal people.</li> </ul> <p>The incumbent of this position will be to demonstrate a strong connection with Kurna community members.</p> <p>The ideal person for this role will have excellent communication skills with the ability to work with, and understand Aboriginal communities and cultures. An established research skill and a workshop facilitation skill are required to lead this project.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<p><b>1. Engagement and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Develop and implement an effective engagement strategy to actively involve young Kurna people, Kurna community members, and other key stakeholders in the project. This includes creating and facilitating workshops, meetings and other communication initiatives aimed at fostering strong relationships and active participation.</li> </ul> <p><b>2. Research and Mapping</b></p> <ul style="list-style-type: none"> <li>• Undertake comprehensive research to identify and map sites of significance across Kurna land. This involves working closely with the Kurna community, gathering and analysing relevant data, and ensuring that the mapping process is inclusive, accurate, and respectful of cultural protocols.</li> </ul> <p><b>3. Signage Design and Installation</b></p>

- Oversee the design, creation, and installation of culturally appropriate signage across Kurna land. This involves coordination with designers, manufacturers and installation teams, as well as ensuring the signage accurately reflects the Kurna language and highlights the identified sites of significance.

**4. Knowledge Sharing and Connection Facilitation**

- Develop and implement strategies to leverage the mapping and signage initiatives to connect young Aboriginal people to their country, languages and cultures. This includes creating opportunities and platforms for these young people to share their understanding and experiences with non-Aboriginal people.

**5. Other duties as agreed**

*The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer following agreement with the Employee.*

**PERSON SPECIFICATION**

**Skills & Knowledge:**

- Advanced skills in Microsoft 365 or Office 365 suite of products
- Comprehensive understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities.
- Knowledge of youth sector issues of homelessness, mental health, juvenile justice, drugs and alcohol, school engagement and retention, and young parents

**Previous Work Experience:**

- Experience with working with Aboriginal and Torres Strait Islander people
- Demonstrated experience in case management including assessment, planning, referral and advocacy

**Personal Attributes:**

- Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.
- Excellent organisational ability and initiative, including prioritising to meet deadlines.

**Demonstrated and proven:**

- Ability to work autonomously, while also being a strong team player.
- High level of verbal, listening and written communication skills.
- Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement.
- Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people.
- Ability to support, empower and skill others.
- Ability and skills in problem solving.
- Ethical and professional approach to employment.
- Highly motivated and the ability to work effectively in a team environment.
- Ability to work within an Aboriginal organisation.
- Attention to detail.
- Ability to maintain confidentiality.

**Qualifications & Training:**

- (Desirable) Certificate IV in Project Management; or equivalent working experience
- (Essential) Current DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) Current SA Driver’s licence

**VISION and VALUES**

**Vision statement**

The trusted Aboriginal owned and run community organisation enabling Aboriginal people to thrive and reach their full potential through high quality training & development.

**Values**

- TRUST Building strong relationships
- ACCOUNTABILITY Being observable and authentic
- UNIQUENESS Offering exceptional learning experience
- OPEN Creating business for new ideas and opportunities
- NETWORK Growing community and stakeholder footprint
- DIVERSITY Valuing cultures through respectful engagement
- INTEGRITY Conducting business truthfully and ethically

**KEY RELATIONSHIPS**

Internal

- Reporting to Operations Director
- CtC Project Team
- Training and Support Team
- Administration Team

External

- Aboriginal community members
- Public and private Aboriginal and non-Aboriginal organisations
- Steering Committee members
- External stakeholders

**Acknowledgement**

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....  
(Employee)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed.....  
(Manager)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_