

**Closing Date:**

**Open until filled**



**Tauondi Aboriginal Corporation**

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Port Adelaide SA 5015

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Port Adelaide SA 5015

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## Application Kit

### Recruitment Process

Tauondi has a **three-stage** recruitment process: application, interview and verbal referee report. At each of these stages, applicants are assessed.

<p><b>1. The application</b> Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.</p>	<ul style="list-style-type: none"> <li>• Applicants shortlisted will be contacted via telephone to arrange an interview.</li> <li>• Applicants not shortlisted will be notified via email.</li> </ul>
<p><b>2. The interview</b> The interview provides an opportunity for applicants to talk about their experiences and background relevant to the advertised position. The Interview usually last for approximately 30 minutes and will involve a panel of three interviewers.</p>	<ul style="list-style-type: none"> <li>• Once the applicant has accepted the position, unsuccessful applicants will be notified via email.</li> </ul>
<p><b>3. The Verbal Referee Report</b> A referee report will be obtained for all applicants who are in serious contention for the position</p>	

### How do I apply?

It is your opportunity to show the selection panel that you have the knowledge, skills, experience, and ability to do the job.

You should take the following steps when preparing your application:

**1. Read the Position Description**

Read the Position Description carefully as it includes key accountabilities and responsibilities and person specification required for the position.

**2. Prepare your application**


In your application, please include following documents:

- a) **Cover letter:** write a brief cover letter introducing yourself, why you are applying for this position and summary of your experience in a similar position
- b) **Resume:** include your skills, education, employment history and two professional referees.
- c) **Two professional referees:** include the names and telephone numbers of at least two work related referees who can comment on your work performance.

**3. Send your application**

Send your application using following methods

Via Email [thr@tauondi.sa.edu.au](mailto:thr@tauondi.sa.edu.au)

		<h2 style="margin: 0;">Cultural Project Officer Position Description</h2>			<b>MGR01</b>	
Prepared By:	Tadashi Nakamura	Issued	21/07/2024	Copy no	1	
Authorised By	I/CEO	Replaces		Page	1 of 3	
Reason for Amendment						

POSITIONS DETAILS	CULTURAL PROJECT OFFICER
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Corporate Services
REPORTS TO:	Executive Director, Corporate Services
DIRECT REPORTS:	NIL
EMPLOYMENT	Full-Time
CONDITIONS:	12-month contract. Key Performance Indicators will be reviewed quarterly. Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

### KEY POSITION OBJECTIVES

The Cultural Project Officer, working closely with Cultural Service Coordinator, will play a vital role in supporting the development and delivery of specialised cultural training programs. This includes assisting with the creation of training modules, facilitating group and individual sessions, and collaborating with stakeholders such as training organisations and community centres to build the organisations' cultural responsiveness and capability. By delivering these programs in a culturally safe learning environment, the officer sets the foundation for effective learning. To ensure that the knowledge gained is fully integrated, the officer will also offer post-training consultations tailored to each organisation's unique needs, facilitating the ongoing development of their cultural capability.

During these consultations, the Cultural Project Officer will engage in in-depth discussions with key staff to identify specific challenges and opportunities within their organisational context. By providing customised guidance and resources, the officer will help organisations effectively integrate the training material into their practices, ensuring sustainable cultural competence.

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES

#### 1. Development of Training Programs

- **Research and Design:** Conduct research to identify cultural training needs and develop relevant training modules.
- **Stakeholder Collaboration:** Collaborate with training organisations and community centres to co-create training content.
- **Resource Development:** Create and curate training resources, including materials and activities that promote cultural understanding.
- **Program Evaluation:** Regularly assess and refine training programs based on participant feedback and emerging needs.

#### 2. Delivery of Training Sessions

- **Facilitation:** Deliver engaging group and individual training sessions that promote active participation and learning.
- **Cultural Safety:** Ensure all training is conducted in a culturally safe environment that respects participants' backgrounds.

- **Adaptability:** Modify training approaches based on the diverse needs and learning styles of participants.
- **Monitoring Engagement:** Track participant engagement and progress during training sessions to ensure effectiveness.

### 3. Post-Training Support and Consultation

- **Tailored Consultations:** Offer individual consultations to assess the integration of training content into organisational practices.
- **Needs Assessment:** Conduct assessments to identify ongoing support needs within participating organisations.
- **Resource Provision:** Provide customised resources and tools to help organisations implement cultural practices effectively.
- **Follow-Up:** Maintain regular follow-up communications to ensure sustained progress and address any emerging challenges.

### 4. Relationship Management

- **Stakeholder Engagement:** Build and maintain strong relationships with community leaders, stakeholders, and partner organisations.
- **Networking:** Actively network within the community to promote cultural training and gather insights.
- **Collaboration Opportunities:** Identify and pursue opportunities for collaboration with other organisations to enhance training initiatives.
- **Feedback Loop:** Establish feedback mechanisms to gather input from stakeholders for continuous improvement.

### 5. Reporting and Accountability

- **Data Collection:** Collect and analyse data related to training outcomes and participant engagement for reporting purposes.
- **Reporting:** Prepare and submit regular reports to management and stakeholders on program effectiveness and areas for improvement.
- **Case Management:** Manage ongoing relationships with each organisation, tracking their progress and addressing specific needs.
- **Continuous Improvement:** Implement findings from evaluations and feedback to improve future training and support efforts.

### 6. Other duties as required.

*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:

- Strong interpersonal and communication skills to effectively engage with diverse stakeholders and facilitate meaningful dialogue.
- Excellent organisational abilities to coordinate multiple projects, manage resources, and meet deadlines.
- Cultural competency and sensitivity to understand and respect diverse cultural backgrounds and perspectives.
- Proficiency in program development and delivery, with the ability to customise content and delivery methods to meet client needs.
- Analytical skills to gather and interpret feedback, evaluate program effectiveness, and make data-driven decisions for continuous improvement.

**Previous Work Experience:**

- **2+ years relevant and current experience where there has been an ability to develop and deliver cultural training to both Aboriginal and non-Aboriginal people.**
- Demonstrated experience in cultural training, activities and tour delivery.
- Experience with working with Aboriginal and Torres Strait Islander people.

**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:

- Works 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:**

- **(Essential) Certificate IV or above in Community Service or Community Development**
- (Desirable) Certificate IV in Training and Assessment
- (Essential) Current DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Risks of Harm, Abuse and Neglect – Education and Care (or prepared to obtain).
- (Essential) Driver’s License

**VISION, PURPOSE 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**

