

	Cultural Project Officer Position Description				MGR01
Prepared By:	Tadashi Nakamura	Issued	23/09/2026	Copy no	1
Authorised By	Tauondi Executive Management	Replaces		Page	1 of 4
Reason for Amendment					

POSITIONS DETAILS	CULTURAL PROJECT OFFICER
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Culture
REPORTS TO:	Executive Officer
DIRECT REPORTS:	NIL
EMPLOYMENT	Fulltime - Traineeship option available (1.0 FTE Certificate IV in Project Management)
CONDITIONS:	Fixed Term Contract
	Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
The Cultural Project Officer will support the planning, development and implementation of projects and initiatives delivered through Tauondi Aboriginal College's Cultural Services. Working closely with the Cultural Services Coordinator and Cultural Training and Development Officers, the role will contribute to culturally grounded programs, resources and activities that strengthen Aboriginal cultural awareness, capability and safety.
The position will assist with project coordination, research, resource development, stakeholder engagement, scheduling, documentation, monitoring, evaluation and reporting. It will also support partnerships with Aboriginal communities, ACCOs, government, education and industry stakeholders to ensure Cultural Services projects are responsive to community priorities and client needs.
The Cultural Project Officer will also co-deliver cultural training, workshops, programs and engagement activities alongside the Cultural Services Coordinator and Cultural Training and Development Officers. The role will contribute to continuous improvement and growth of Tauondi's Cultural Services by maintaining project records, capturing outcomes and supporting the development of new initiatives.
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
Cultural Project Development and Coordination - Support the planning, development and implementation of Cultural Services projects, programs and initiatives. - Support developing and maintaining project plans, timelines, schedules, action lists and supporting documentation. - Support project activities to ensure agreed milestones, deliverables and deadlines are achieved. - Assist with identifying project requirements, resources, risks and emerging issues, escalating matters where appropriate. - Work closely with the Cultural Services Coordinator and Cultural Training and Development Officers to support coordinated and effective project delivery. - Support the planning, coordination and delivery of workshops and events, ensuring all logistical requirements, timelines and resources are managed effectively. Cultural Training, Program and Resource Development - Contribute to the development and continuous improvement of cultural training programs, workshops and other Cultural Services activities. - Research and develop culturally appropriate learning materials, presentations, activities, case studies and supporting resources. - Assist with tailoring cultural training and programs to meet the needs of specific clients, industries and participant groups.

- Co-deliver cultural training, workshops, programs, presentations and engagement activities alongside members of the Cultural Services Team.
- Support the review and updating of Cultural Services resources to ensure they remain relevant, contemporary and aligned with Tauondi's cultural values and approaches.

3. Stakeholder and Community Engagement

- Build and maintain respectful relationships with Aboriginal communities, Elders, ACCOs, government agencies, education providers, industry and other stakeholders.
- Support consultation and engagement activities to identify cultural learning needs, community priorities and opportunities for collaboration.
- Liaise with clients and stakeholders to support the planning and coordination of Cultural Services projects and activities.
- Represent Tauondi professionally at meetings, events, forums and community activities as required.
- Support the development of partnerships and opportunities that strengthen the reach and impact of Tauondi's Cultural Services.

4. Monitoring, Evaluation and Reporting

- Maintain accurate records of Cultural Services projects, activities, participation and stakeholder engagement.
- Collect participant, client and stakeholder feedback to support evaluation of programs and projects.
- Assist with monitoring project progress against agreed objectives, milestones and expected outcomes.
- Prepare project updates, reports, briefing materials and other documentation for internal and external stakeholders.
- Contribute to capturing evidence of outcomes, impact, lessons learned and opportunities for continuous improvement.

5. Team Collaboration and Continuous Improvement

- Work collaboratively with the Cultural Services Coordinator, Cultural Training and Development Officers and other Tauondi staff to achieve team and organisational objectives.
- Participate in team planning, project meetings, reviews and continuous improvement activities.
- Contribute ideas and practical solutions to strengthen Cultural Services systems, resources, programs and delivery approaches.
- Support the development and implementation of new Cultural Services initiatives in response to emerging community, client and organisational needs.
- Promote a professional, culturally safe, respectful and collaborative working environment consistent with Tauondi's values.

6. 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:

- Demonstrated understanding of Aboriginal cultures, histories, contemporary issues, community protocols and culturally safe practice.
- Strong understanding of culturally responsive engagement and the importance of working respectfully with Aboriginal communities, Elders, ACCOs and other stakeholders.
- Skills in developing culturally appropriate resources, presentations, workshop materials and project documentation.
- Demonstrated ability to support the planning, coordination and implementation of cultural programs, projects and community engagement activities.
- Strong communication and facilitation skills, with the ability to engage effectively with Aboriginal and non-Aboriginal audiences.
- Strong organisational and analytical skills, including the ability to manage project documentation, maintain accurate records and contribute to monitoring and evaluation.

• Ability to tailor cultural programs, resources and engagement approaches to different client, community and stakeholder needs.
Previous Work Experience: • Experience supporting the development and implementation of cultural, community, education or engagement projects. • Experience working with Aboriginal and Torres Strait Islander communities, organisations, Elders and stakeholders in a culturally respectful manner. • Experience developing or contributing to cultural training materials, workshops, presentations, resources or community programs. • Experience supporting or co-delivering cultural training, workshops, community engagement activities or presentations. • Experience working collaboratively with government agencies, community organisations, education providers, industry or other external stakeholders. • Experience supporting projects involving stakeholder engagement, resource development, project coordination, monitoring, evaluation or reporting.
Personal Attributes: • Strong attention to detail, with the ability to produce accurate and high-quality documentation and resources. • Highly organised, with the ability to manage multiple tasks, projects, priorities and deadlines effectively. • Strong problem-solving skills and the ability to develop practical responses to emerging project and stakeholder needs. • Ability to build and maintain respectful relationships with Aboriginal communities, Elders, stakeholders and colleagues. • Well-developed written, verbal and interpersonal communication skills. • Confidence in contributing to presentations, workshops and group facilitation. • Ability to work both independently and collaboratively as part of a Cultural Services Team. • Adaptable and responsive to changing priorities, community needs and project requirements. • Professional integrity, accountability and ability to maintain confidentiality. • Demonstrated commitment to culturally safe, respectful and inclusive practice.
Qualifications & Training: • (Desirable) <i>TAE40122 Certificate IV in Training and Assessment or formal training/experience in adult education, facilitation or community education</i> • (Desirable) Relevant tertiary qualification in community services, project management, education, Aboriginal studies, social science, cultural studies, or a related field; or equivalent demonstrated professional experience. • (Desirable) Qualification or professional development in instructional design, curriculum development, adult learning or assessment design. • (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) Driver's licence
VISION and VALUES

Our Purpose

Empowering strong people and supporting strong communities through the strength of strong culture and education excellence.

Values

Trust	Building relationships on a foundation of reliability and integrity in all interactions and decision.
Authentic	Encouraging genuine self-expression and honest communication through respectful engagements.
Uniqueness	Embracing and celebrating individual differences and innovative ideas that makes our community strong.
Openness	Fostering a culture of transparency, accessibility, and receptiveness to create new opportunities for growth.
Network	Cultivating strong relationships and connections both within and outside the organisation
Diversity	Valuing and promoting a varied community that includes different backgrounds, perspectives, and experiences to enrich our social understanding.
Impact	Striving to make a meaningful difference in the lives of students, employers, and the broader community through purposeful actions.

KEY RELATIONSHIPS

Internal • Administration • Cultural team	External • Industry and Enterprises (employers) • Other RTOs • Aboriginal Community Controlled Organisations
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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 ____/____/____