

Position Title:	Senior Reconciliation and Community Partnerships Officer		
Position Level:	Level 7/8	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Corporate & Community	Position Number:	HR2250
Business Unit (Department):	Events, Marketing, Brand, Activation, Reconciliation & Community (EMBARC)	Primary Location:	Administration Building
Team:	Reconciliation & Community Partnerships	Hours:	76 / Fortnight

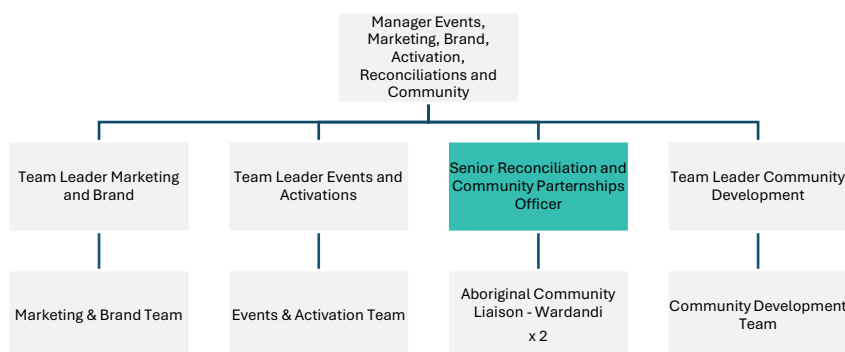
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

Position Objectives

The Senior Reconciliation and Community Partnerships Officer is responsible for leading and supporting the delivery of the City's reconciliation and community partnerships services, contributing to more inclusive, culturally safe environments and improved outcomes for Aboriginal and Torres Strait Islander peoples across the City of Bunbury and the South West. This role also provides specialist expertise and advice to progress reconciliation initiatives and community partnerships in line with operational outcomes.

EMBARC Department Structure



Key Accountabilities

- Develop, deliver and support Reconciliation Action Plan (RAP) and Cultural Safety commitments.
- Establish a co-designed framework and supporting policies that promote culturally safe, equitable engagement with all local Noongar groups within the City.
- Establish, manage and administer a City of Bunbury Aboriginal Consultancy Group.
- Oversee and facilitate partnerships and engagement with Aboriginal and Torres Strait Islander-owned businesses and organisations to enhance economic and community collaboration.
- Develop and lead the implementation of strategies, policies, and initiatives that address the needs of Aboriginal and Torres Strait Islander communities, including but not limited to the City's Cultural Safety Framework and Reconciliation Action Plan.
- Develop and implement dual naming of significant landmarks and places in partnership with the Planning team, GKB and local Noongar language expert/s.

Authority and accountability

- Actively support the creation of culturally safe environments that strengthen Aboriginal community connection and sense of belonging.
- Implement Aboriginal Cultural Awareness training across the organisation in collaboration with the Organisational Development team.
- Provide in-depth support, guidance, and advice, and internal or external recommendations to stakeholders on matters relating to reconciliation and community partnerships.
- Provide data-driven insights, recommendations, and decision support to executive leaders to enable informed, strategic decision-making that drives the City's reconciliation and community partnerships.
- Ensure documentation and reports are produced and distributed within agreed timelines and quality standards.
- Maintain compliance with policies, statutory requirements, and confidentiality protocols.
- Ensure correspondence is responded to within agreed timelines and quality standards.

Judgment and problem solving

- Assist in identifying and removing systemic barriers to participation for Aboriginal communities in Council programs and decision-making processes.
- Undertake analysis, monitoring and reporting on key outcomes and community impacts of Aboriginal liaison work, ensuring accountability and visibility.
- Prepare, develop, and schedule the delivery of reconciliation and community partnerships project action plans.
- Prepare and submit reports to Council and attend Council briefings and meetings as required.
- Prioritise workload and apply sound judgment when managing multiple deadlines.
- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.
- Identify and address reconciliation and community partnerships issues, drawing on professional judgment.

Specialist knowledge and skills

- Advocate for the inclusion of Wardandi voices in planning, service delivery, and policy development.
- Apply specialist knowledge of reconciliation and community partnerships practices to deliver outcomes.
- Stay updated on industry trends and best practices in reconciliation and community partnerships.
- Maintain an understanding of reconciliation and community partnerships.
- Carry out research activities to inform project opportunities as directed by Manager Events, Marketing, Brand, Activation, Reconciliation and Community.
- Participate in training programs and initiatives to enhance professional performance.
- Prepare clear and persuasive documentation to support reconciliation and community partnerships.
- Interpret policy, research, and project information to inform recommendations and decisions.

Management skills

- Oversee leadership of the Aboriginal Community Liaison - Wardandi staff, including monthly performance conversations, annual performance review, leave requests and timesheet approvals.
- Develop and implement projects to a high professional standard and in keeping with the strategic priorities of the organisation.
- Provide mentoring, guidance and support to team members, fostering a culture of continuous improvement, knowledge sharing, and collaboration.
- Manage assigned budgets, procurement, and contracts, including external consultants for reconciliation and community partnerships services when required.
- Build staff capacity to ensure reconciliation and community partnerships outcomes are met.
- Oversee the delivery of reconciliation and community partnerships programs and initiatives.
- Promote adherence to workplace policies, procedures, and compliance standards within the team.
- Maintain accurate and compliant records in line with Council's policies, procedures, and record-keeping standards.
- Develop, implement and maintain operational forms, master documents, information files, processes, policies, guidelines and procedures for reconciliation and community partnerships services.
- Undertake other duties as directed by the Manager Events, Marketing, Brand, Activation, Reconciliation and Community.

Interpersonal skills

- Build and maintain meaningful relationships and collaborations between local Elders and Knowledge Holders, Gnaala Karla Booja (GKB), and broader Wardandi Noongar peoples.
- Collaborate with relevant stakeholders, both internal and external, to gather essential data, analyse market trends, and build a compelling case for reconciliation and community partnerships projects.
- Collaborate with other departments, such as Community Connection, to ensure a coordinated approach to related initiatives and projects.
- Proactively identify and implement opportunities to build and strengthen stakeholder relationships that promote the City's priorities and bring additional value to the community.
- Represent the City at relevant forums, committees and working groups.
- Communicate complex information clearly through reports and documentation.
- Act as a trusted advisor to senior leadership on reconciliation and community partnerships initiatives.
- Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.

Key Relationships

Reports To	Manager Events, Marketing, Brand, Activation, Reconciliation and Community
Supervises	Aboriginal Community Liaison – Wardandi x2
Indirect Positions Managed	Nil
Key Internal Relationships	- All City of Bunbury Employees - Executive Leadership Team - City of Bunbury Management Team - Wardandi Wanil Art Centre Coordinator - Bunbury Regional Art Gallery Team - EMBARC Teams - Arts and Culture Officer - Finance Team - Economic Development Department - Internal Working Groups - Project Stakeholders - Strategic Communications & Engagement Team
Key External Relationships	- Elected Members - Local and State Government Agencies - Industry Specific Professional Groups - General Public - City of Bunbury Ratepayers and Residents - External Working Groups and Committees - Community Groups - Local Business - Contractors and Consultants - External Funding Bodies

Financial Accountability and Delegations

Financial Accountability	- Acts within established practices. - Purchasing limit \$2000
Delegations	Nil

Extent of Authority

This position may exert influence in the following:	
- Authorised to sign timesheets in accordance with established Policy and Procedure. - Prioritise own work to ensure all tasks are performed within a satisfactory timeframe. - Exercise initiative and/or judgement within clearly established Policies and Procedures. - Is fully accountable for the content, accuracy, validity and integrity of advice provided. - Makes decisions and acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines. - Ensures the team operates within established budget and resource parameters while maximising efficiency and outcomes. - Leads, empowers, and guides the team to uphold compliance with legislation, policies, and procedures. - Signing-off obligations and actions in the system once they reach practical completion.	

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Degree or Advanced Diploma in Community Development, and/or extensive training or industry experience.	✓	
Extensive experience in working with Aboriginal and Torres Strait Islander communities.	✓	
Substantial experience in undertaking research and literature review.	✓	
Demonstrated significant experience in producing high quality documentation that is concise and clear in audience, target outcomes sought, and information provided.	✓	
Experience providing information and advice to customers / senior stakeholders.	✓	
Experience communicating with, engaging, and coordinating a variety of stakeholders.	✓	

Experience building and sustaining productive relationships with a range of stakeholders.	✓	
Previous experience in leading and managing a team of staff including performance management and mentoring.	✓	
Certificate or Diploma in Leadership and Management or equivalent.		✓
Experience understanding and positively participating in organisational change.	✓	
Experience managing resources and tracking budgets.	✓	
Experience successfully managing and delivering projects.	✓	
Experience leading and continually improving the delivery of services within a large organisation.	✓	
Experience effectively communicating information through a variety of mediums.	✓	
Experience in the use of analysis and data to produce reports and make recommendations.	✓	
Current Working with Children Check (WWC).		✓
Demonstrated experience in following established safety protocols.	✓	
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	
Skills and Knowledge	Essential	Desirable
Ability to clearly communicate reasons for decisions and to clarify expectations of key deliverables.	✓	
Ability to identify resources and accurately track and monitor operating and capital budgets.	✓	
Exceptional communication skills and experience in working with and engaging stakeholders.	✓	
High-level computer literacy, including the ability to develop reports, tables and templates for a variety of audiences.	✓	
Demonstrated stakeholder management skills with the ability to build and maintain positive relationships.	✓	
Demonstrated ability to work collaboratively while under pressure and against tight deadlines without compromising quality of outcomes or organisational culture and behaviour.	✓	
High-level interpersonal skills and proven ability to work autonomously and as part of a team to gain co-operation to discuss and resolve problems.	✓	
Ability to work varying hours on occasion, including weekends and evenings.	✓	
Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results.	✓	
Demonstrated time management and prioritisation skills.	✓	
Disciplined approach and attention to detail.	✓	
Well-developed negotiation, problem-solving and analytical skills, with the ability to maintain strict confidentiality.	✓	
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	
Understanding key workplace health and safety laws and regulations applicable to the role and position.	✓	
Actively participate in safety initiatives.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓
For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.		

Mission Statement

Welcoming and full of opportunities

Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:



We are Community

C

- We are one team
- We keep each other safe
- We display empathy and respect
- We have fun and celebrate our successes
- We work together to achieve great outcomes



We are Open

O

- We are open to opportunities
- We actively listen and think things through
- We are inclusive and treat everyone equally
- We are honest and open in our communications
- We are open to feedback to improve our performance



We are Brave

B

- We lead the change, we own it
- We trust and empower each other
- We have the difficult conversations early
- We hold ourselves to the highest standard
- We have the courage to improve and simplify

#WEARECOB

Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:		Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:		Date:	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.