

## POSITION DESCRIPTION

POSITION TITLE	Reconciliation Officer
DIRECTORATE/SECTION	Community Engagement – Economic & Cultural Services
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Manager Economic & Cultural Services

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

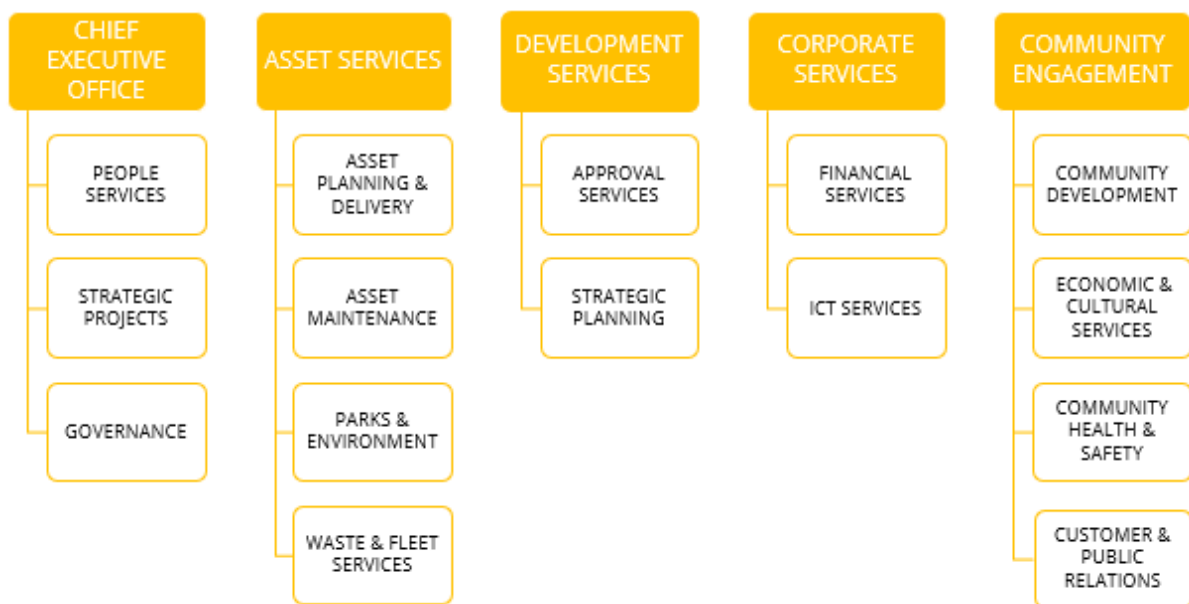
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

- Coordinate the delivery of the City's Reconciliation Action Plan (RAP).
- Garner support and implement a Reference Group of City Elders and Aboriginal members to guide the implementation of the RAP.
- Maintain quarterly contact with Reference Group and ensure all administration completed within designated timescales.
- Provide a wide range of engagement that targets the many different demographics and interest groups within the community educating them with regards to Reconciliation.
- Support existing cultural activities and provide opportunities to establish new initiatives for community cultural activities in partnership with community group, arts groups and networks.
- Ensure mandatory reporting to Reconciliation Australia is completed in a timely manner.

## KEY RESULT AREAS

### STRATEGIC PLANNING

- Develop, review, monitor and implement the City's RAP.
- Review and implement the City's RAP to ensure cultural development is pursued through a guiding long-term plan developed in partnership with the Reference Group, all business units and the community.
- Work across all City business units to ensure a holistic approach where every team member understands their commitment to Reconciliation and considers this within the business operations.
- Investigate funding opportunities and partnerships to enhance the City's ability to elevate the Reconciliation offering.
- Review annually the RAP program and ensure evaluations are demonstrating value and that the desired effect is being achieved.

### OPERATIONAL PROGRAMMING

- Develop project plans for the delivery of the RAP.
- Liaise with the Manager Economic & Cultural Services to ensure the CEO and Councillors have advanced notice and can participate in Reconciliation wherever possible.
- Facilitate, monitor and evaluate grant funding applications.
- Facilitate the development of an annual marketing and promotional campaign for City's RAP in order to leverage partnership opportunities being pursued by other internal or external stakeholders.

### FINANCIAL MANAGEMENT

- Ensure the RAP Budget is monitored monthly against expenditure.
- In conjunction with Manager of Economic & Cultural Services review and develop the annual budget for the meaningful delivery of the RAP.
- Proactively seek cost saving measures to ensure expenditure is contained within approved budgets.
- Investigate funding opportunities and partnerships.

### COMMUNITY LIAISON

- Develop strong links and foster relationships with stakeholders within the community to leverage partnering opportunities.

- Support existing cultural activities and provide opportunities to establish new initiatives for community cultural activities in partnership with Arts & Culture Coordinator, Events Coordinator, community group, arts groups and networks.
- Develop strong and meaningful relationships with the City's Aboriginal community.

### **EVALUATION AND REVIEW**

- Ensure timely reporting.
- Ensure the annual report contains a written section that reports on the KPIs established under the Strategic Community Plan measuring the effectiveness of the RAP activities.

### **WORKPLACE HEALTH AND SAFETY**

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Completion or progress towards a relevant qualification (desirable).

### **SELECTION CRITERIA**

1. Ideally experience in management and delivery of a diverse range of cultural activities to the community.
2. Ability to achieve strategies through the production of project plans and long-term plans.
3. A sound understanding of marketing and promotion techniques.
4. Able to work independently to meet deadlines and achieve objectives.
5. A sound level of understanding of the broad functions of Local Government
6. Ability to establish external and internal networks and liaise effectively with stakeholders.
7. Developed skills in Microsoft Office Suite.
8. Experience in developing, monitoring and reviewing budgets (desirable).
9. Experience in applying for and acquitting grants (desirable).
10. Ability to contribute to the effective strategic and operational planning (desirable).

### **PHYSICAL REQUIREMENTS**

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

1. Ability to use computers to read, analyse and produce written materials

2. Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
3. Able to sit for extended periods of time
4. Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## **DIVERSITY**

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## **DRIVERS LICENCE**

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## **AGILITY**

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Economic & Cultural Services

DATE PD REVIEWED/APPROVED: 18 March 2024

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