

# COORDINATOR, ABORIGINAL EMPLOYMENT & INCLUSION POSITION DESCRIPTION

<b>Position Title:</b>	Coordinator, Aboriginal Employment & Inclusion
<b>Responsible To:</b>	Team Leader, People Experience
<b>Council Portfolio</b>	Corporate Services
<b>Council Program:</b>	People
<b>Classification Level:</b>	Salaried, Level 6

## Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, and statutory requirements and obligations.

## Overview of People Team

The People program strengthens our organisation's capability to lead and deliver essential services for our community, corporate services for our organisation, and brilliant experiences in our City, by co-creating an environment where our people thrive, live our values, reach their potential, and learn and grow.

## Key Relationships / Interactions

<b>Internal</b>	Employees across the People Program Directors, Associate Directors and Managers City of Adelaide (CoA) employees across all Portfolios, Programs and Teams
<b>External</b>	External Service Providers Local Government Professionals SA Other Local Government Councils as appropriate Industry Bodies as appropriate

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## Primary Purpose

As part of the People Team, the Coordinator, Aboriginal Employment & Inclusion develops and implements targeted efforts to advance Aboriginal and Torres Strait Islander employment outcomes, drive the achievement of Stretch Reconciliation Action Plan outcomes, and improve development and inclusion outcomes.

The role works closely with the People Experience team and other People teams to support the delivery of City of Adelaide's commitment to reconciliation, by engaging and working collaboratively with a range of internal and external stakeholders.

## Responsibilities

The Coordinator, Aboriginal Employment & Inclusion is responsible for:

- Designing and implementing initiatives which create employment opportunities and pathways for Aboriginal people within the CoA.
- Designing and implementing initiatives which support the development and retention of Aboriginal people within the CoA.
- Providing guidance, advice and support to ensure the CoA is culturally inclusive and supportive, advising people leaders and teams on best practice cultural safety and engagement.
- Consulting and engaging with Aboriginal employees on key strategies and policies that affect them and working collaboratively across the CoA to strengthen cultural knowledge and capability.
- Developing strong, collaborative relationships with Aboriginal employees, communities, and external stakeholders including education providers to support workforce initiatives and achieve employment and career outcomes.
- Undertaking research to develop best practice organisational diversity, inclusion and belonging practices.
- Writing, consulting upon, and implementing corporate documents and resources to assist the achievement of diversity and inclusion objectives, including policies, guidelines and templates. This includes presenting to Executive and other leadership teams within the CoA.
- Leading the design and delivery of People team Stretch RAP actions.
- Working collaboratively with the People team, and stakeholders throughout the CoA to successfully embed diversity, inclusion and belonging outcomes.
- Completing diversity and inclusion reporting requirements.

## Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for:

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.
- Ensure safety leadership requirements are met as required.

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## Selection Criteria

Candidates should ensure that their application clearly demonstrates their ability to meet the Essential Criteria detailed below.

<b>Qualifications</b>	A tertiary qualification in Organisational Development, Community Inclusion and/or commensurate demonstrated experience in lieu of formal qualifications.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Understanding of the procedures, processes, policies, and legislation required to deliver, record and report on a diverse range of inclusive solutions.</p> <p>Experience in successfully developing, co-ordinating, programming and implementing a diverse range of inclusion, diversity and belonging solutions.</p> <p>Demonstrated experience in researching best practice and analysing industry trends and providing appropriate recommendations.</p> <p>Demonstrated understanding of issues relating to Aboriginal employment and training.</p> <p>Experience working with Aboriginal communities on employment related matters.</p>	<b>Essential</b>
<b>Project Management</b>	<p>Project management experience, including demonstrated planning and organisational skills, the ability to successfully manage competing priorities whilst maintaining attention to detail and meeting deadlines.</p> <p>Demonstrated ability to plan and operate efficiently under pressure to complete work.</p>	<b>Essential</b>
<b>Change Management</b>	Demonstrated ability to apply fundamental change management principles to engage key stakeholders and employees by clearly communicating the purpose, benefits, risks and impacts of change.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	<p>Experience in applying best practice principles to the delivery of inclusion, diversity and belonging initiatives and monitoring and reporting on outcomes.</p> <p>A proven ability to be flexible in achieving objectives using innovative techniques and overcome challenges adapting to an ever-changing environment.</p>	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	<p>Ability to effectively utilise allocated resources including planning, prioritising own workloads, and reporting on financial expenditure against budget.</p> <p>Ability to prioritise and be flexible when responding to changing priorities and demands.</p>	<b>Essential</b>

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<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	<p>Demonstrates a commitment to understanding the needs and priorities of key stakeholders.</p> <p>A commitment to internal and external customers demonstrated through the provision of timely, reliable, and expert advice on matters within area of responsibility.</p> <p>Takes action to meet customer needs; takes ownership, considers how actions or plans will affect customers, responds quickly to meet customer needs, and resolve problems.</p>	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Proven ability to build positive relationships and consult, negotiate and communicate with all levels of leadership and our workforce, government agencies, stakeholders, and the community, both verbally and in writing.</p> <p>Significant ability to work as part of a team with group processes and to effectively operate independently when necessary.</p>	<b>Essential</b>
<b>Administrative Skills</b>	<p>Demonstrated ability to manage the administrative requirements of multi-faceted culture projects.</p> <p>A high level of organisational and time management skills.</p> <p>An awareness of safety and wellbeing issues, standards and actions in the workplace.</p>	<b>Essential</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

## Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Task</b>	<b>Office Workstation</b>		
<b>Work Area</b>	<b>Various</b>		
<b>Physical Demand Rating</b>	<b>Very Light Work</b>		

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	<b>Lift Capacity:</b> Up to 2kg (ream of paper).
<b>Walking</b>	✓			Meeting with others, moving between rooms	<b>Push / Pull Force:</b> N/A
<b>Climbing</b>	✓			Option to take the stairs	<b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings.
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	<b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse.
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	<b>PPE:</b> Office attire and appropriate footwear.
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR365).**

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## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.