

PROJECT COORDINATOR, RECONCILIATION

POSITION DESCRIPTION

Position Title:	Project Coordinator, Reconciliation
Responsible To:	Team Leader, Reconciliation
Council Portfolio:	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 4

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that lead, shape and enable a creative, dynamic, resilient and diverse city both now and into the future.

Overview of Program

The Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well-designed, planned and developed City, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Key Relationships / Interactions

Internal	Employees across the Park Lands, Policy & Sustainability Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Government departments and non-government organisations Community members and groups Peak bodies and relevant networks Community Stakeholders and Service Providers

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Primary Purpose

As part of the Park Lands, Policy & Sustainability Program, the Project Coordinator, Reconciliation will provide a full range of administrative and project support to the Reconciliation Team. The position will support the development, implementation and review of Council's Stretch Reconciliation Action Plan, and provide administrative support to the Reconciliation Committee.

Responsibilities

The Project Coordinator Reconciliation is responsible for:

- Supporting the Team Leader, Reconciliation with the delivery of the Council's 2024-2027 Stretch Reconciliation Action Plan.
- Supporting the Reconciliation Team to prepare the necessary documentation, graphics and research for the delivery of key projects, Council reporting and community engagement activities.
- Supporting the operations of the Reconciliation Committee.
- Supporting the delivery of Council's annual NAIDOC and National Reconciliation Week activities.
- Developing relationships across the organisation and externally to support the delivery of key projects; particularly arising from the Reconciliation Action Plan but also other project implementation as required.
- Responding to enquiries and providing advice relating to reconciliation matters which do not require specific professional or technical knowledge beyond this position.
- Providing timely and efficient administrative services, including support during meetings, workshops, seminars and related forums.
- Preparing presentations and relevant documents, and providing community engagement support.
- Providing a high level of customer service to both internal and external stakeholders.
- Contributing to the overall functioning of the Reconciliation Team by contributing to continuous service improvements.
- Maintaining customer communication materials including external stakeholder lists, Council's website and published materials.

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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.

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Position Criteria

Qualifications	A tertiary qualification in Business Administration or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
	A tertiary qualification in Arts, Geography, Social Science or related field	Desirable
Financial Skills & Acumen	Ability to monitor budgets for the delivery of programs and contracts	Essential
Technical Knowledge & Experience	Experience in project management. Knowledge and understanding of the issues that impact on Aboriginal people and Aboriginal communities Knowledge of community engagement principles and their application. Experience in providing a broad range of administrative services at an advanced level and with high levels of accuracy. An understanding of general urban and social policy issues relevant to local government including strategy and policy, social planning and reconciliation.	Essential
Project Management	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.	Essential
Innovation & Initiative	Ability to be adaptable and flexible and have a commitment to continuous improvement and have the ability to review procedures and systems and to recommend changes where appropriate.	Essential
Resource Management & Decision Making	The ability and initiative to resolve conflicting work demands set and adjust priorities and recognise issues requiring resolution. Demonstrated high levels of initiative, accountability, organisational and time management skills and ability to work in a team environment	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Demonstrated commitment to internal and external customers and to working with the community through consultation using community development principles	Essential
Collaboration & Communication	High level verbal and written skills Ability to build positive relationships and communicate with all levels of management and staff, and the community, both verbally and in writing.	Essential
Administrative Skills	High degree of information technology, organisational and time management skills A thorough understanding of practises, procedures and outcomes required of records management An awareness of Workplace Health & Safety issues, standards and actions in the workplace	Essential
Government Experience	Experience working in a government environment. Experience working in statutory/regulatory work environment.	Desirable

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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 in order 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

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: 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. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking		✓		Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			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 MySafety Team (OSCAR).**

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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.