



Position: Anangu Engagement Officer
Empowered Communities Program: Emerging Leaders
Employment Details: Permanent Part Time, 22.8 hours per week (days negotiable)
Location: NPY region
Base Salary: \$80,659 – \$86,607 per year, pro rata, with additional benefits
Additional Information: The Racial Discrimination Act 1975 (Cth) Schedule Part I, paragraph 4, Special Measures, allows for preferential recruitment of ATSI applicants. NPY Women's Council does seek to apply such Special Measures for this position within the extent of the law.

<h2>Our Purpose:</h2> <p>To support Anangu to lead healthy and meaningful lives in safe and positive communities where people have improved life choices, while maintaining culture and language.</p>	<h2>Our Values:</h2> <p>We are an Anangu-led alliance. We are guided by our core values of Tjukurpa (law), Walytja (family), Manta (land) and Wangka (language).</p> <p>Our work is based on Anangu-led decision making and community empowerment, and our approach is strengths-based and place-based. We work together with Anangu in the lead for the best outcome for families and communities – wiru (proper) way.</p>
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<h2>Your Team:</h2> <p>NPY Empowered Communities (EC) is an alliance of Aboriginal partner organisations whose members represent Anangu families and communities from across the region. The EC Secretariat is the regional backbone organisation responsible for the design and implementation of EC in the NPY region and to support all Anangu tjuta in this important work.</p> <p>The main activities of the Secretariat are to:</p> <ul style="list-style-type: none"> ▪ Support the NPY EC Regional Steering Committee (RSC) ▪ Facilitate the delivery of EC initiatives through Working Groups focused on priority areas ▪ Work collaboratively with a broad range of stakeholders and advocate for EC priorities ▪ Advocate for reform within government to support the best outcomes for Anangu ▪ Support the development of a robust approach to monitoring, evaluation and adaptive learning 	<h2>Your role:</h2> <p>As the Anangu Engagement Officer you will work with the Emerging Leaders Project Officer to support the NPY Emerging Leaders Program, a 12-month leadership program for Anangu leaders aged 25 – 40 years from the NPY region.</p> <p>The program aims to build a pathway for young leaders into leadership and governance roles within local communities, councils and organisations in the NPY region and beyond. The program has been running since March 2018 and is currently funded until June 2022.</p> <p>In this role, you will work the Emerging Leaders Project Officer to engage and support program participants as they progress through the program, assisting with recruitment and orientation of participants and providing practical assistance and mentoring to maintain their confidence and motivation.</p> <p>A key part of the role will be building relationships among participants, encouraging the group to provide peer and mentoring support to each other and new emerging leaders during the program and after graduation. You will also be expected to build relationships with Anangu across the NPY region to increase understanding and support for the Emerging Leaders Program and to promote the program to future participants.</p>
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Your Responsibilities:

- Assist with recruitment and orientation of new participants to the NPY Emerging Leaders Program.
- Assist with organising program activities including leadership workshops and projects.
- Support emerging leaders to participate in program activities, through practical assistance and mentoring.
- Follow up with emerging leaders between program activities, to maintain their confidence and motivation and identify and manage any barriers to their participation.
- Assist with the collection of participant feedback about program and contribute to regular program reviews.
- Contribute to the development of new program content and resources as the Emerging Leaders Program model is adapted and refined.
- Facilitate communication between program participants, to build relationships and peer support among the group.
- Build relationships with Anangu across the NPY region to increase understanding and support for the Emerging Leaders Program and to promote the program to future participants.

Skills and Experience:

- Experience working in a cross-cultural environment, including working in partnership with Anangu leaders and taking direction from Anangu Management.
- Good verbal communication skills across diverse groups, from Anangu leaders and communities, to government and service providers.
- Ability to work co-operatively as part of a team and work malparara way with non-Anangu staff in the team.
- Willingness to travel to remote communities.
- Demonstrated ability to develop good working relationships with a range of stakeholders and in a variety of settings.
- Willingness to learn new skills and a “can do” attitude.

Qualifications:

A qualification in training, education, or community development is desirable, but not required.

Remuneration:

- Base Salary: \$80,659 – \$86,607 per year (pro rata)
- 9.5% Superannuation
- Generous leave entitlements
- Salary packaging benefits
- Retention bonus

Employment Conditions:

- Work in a manner consistent with NPY Women's Council (NPYWC) Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.

- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC, you may be required to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Peter Riley, NPY EC Secretariat, on 08 8958 2312 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

APPROVED COPY

Signed:  Date: 28 August, 2020

EXECUTIVE MANAGER

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)	Employee Signature	Date
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