



ABORIGINAL LIAISON OFFICER

POSITION DESCRIPTION

POSITION DETAILS

Job title	Aboriginal Liaison Officer
Reporting to	Head of Community and External Engagement
Direct reports	N/A

ORGANISATION OVERVIEW

City West Housing (CWH) is an independent not for profit housing provider with a focus on developing and delivering affordable rental housing. We invest in the communities in which we operate, working closely with a range of partners to build stronger communities. We are a Tier 1 registered community housing provider with strong development capability and a commitment to service delivery.

OUR PURPOSE

To build stronger communities and improve people's lives by providing affordable housing

WORKPLACE VALUES

Our values inform the way we work and how we operate our business

Integrity: We act in accordance with our values by doing the right thing.

Compassion: We are genuinely concerned about people.

Inclusion: We seek to create a culture where everyone feels valued, heard and included.

Accountability: We will accept responsibility for our actions and behaviours, both as individuals and collectively.

PURPOSE OF THE POSITION

Improve social, cultural and economic outcomes for Aboriginal and Torres Strait Islander residents within our communities, through identifying and engaging with these communities, local networks and service providers and supporting the implementation of City West Housing's Reflect Reconciliation Action Plan.

NOTE: This is a temporary position for 12 months with an opportunity for extension.



KEY RESPONSIBILITIES

- Provide cultural insight and build cultural awareness across the CWH team through actively engaging with colleagues and sharing knowledge.
- Identify and develop local partnerships to generate direct social, economic and cultural outcomes for our Aboriginal and Torres Strait Islander residents.
- Design, develop and implement initiatives to support CWH's Aboriginal and Torres Strait Islander residents.
- Monitor and report on performance within areas of responsibility, including priority initiatives under CWH's Reflect Reconciliation Action Plan.
- Work collaboratively across the business to ensure collaborative and sustainable approaches to engagement with CWH's Aboriginal and Torres Strait Islander residents to support increased, resident satisfaction.
- Ensure compliance with organisational legal and statutory requirements along with best practice and general duty of care.

KNOWLEDGE, SKILLS AND COMPETENCIES

KEY SUCCESS FACTORS	DEFINITION
Qualifications / Experience	<ul style="list-style-type: none"> ▪ Demonstrated experience working with and advocating for Aboriginal & Torres Strait Islander peoples. ▪ Demonstrated high level understanding of current issues and needs facing Aboriginal and Torres Strait Islander peoples. ▪ Highly developed community development skills and processes. ▪ Proven track record in stakeholder management, including an ability to build relationships and strategic partnerships. ▪ A reasonable knowledge of the Aboriginal and Torres Strait Islander peoples' stakeholders and organisations in the Sydney local government area.
Coordination	<ul style="list-style-type: none"> ▪ Strong time management and organisational skills. ▪ Able to manage competing demands and rapidly adjust to change, delay or unexpected events.
Dependability	<ul style="list-style-type: none"> ▪ Takes responsibility for own actions. ▪ Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines and work independently.
Problem Solving	<ul style="list-style-type: none"> ▪ Demonstrated analytical and problem-solving skills. ▪ Provides and implements recommendations that address issues.
Communication & Interpersonal Skills	<ul style="list-style-type: none"> ▪ Strong written and spoken communication combined with an ability to influence, persuade and negotiate to achieve positive outcomes. ▪ Displays good emotional intelligence to foster positive relationships. ▪ Builds trust and credibility by meeting commitments and maintaining personal integrity.