



## Community Liaison Officer

<b>Job Reference</b>	2018/1538
<b>Classification</b>	APS Level 4 (Policy & Technical) - \$65,998 - \$71,634*
<b>Division</b>	Biosecurity Operations
<b>Branch</b>	Science Services Group
<b>Section</b>	Community Engagement
<b>Location</b>	Cairns, QLD - Building 114, Catalina Crescent, Airport Business Park, Cairns Airport, Cairns QLD 4870
<b>Employment Status</b>	Ongoing (permanent)
<b>Hours</b>	Full-time or part-time
<b>Security Clearance</b>	Baseline Vetting

\* On 7 February 2019 the salary range for this position will increase to \$66,658 - \$72,351.

These roles are an identified vacancy which means that part or all of the duties impact on Indigenous Australian people and/or involve interaction with Indigenous Australian communities or their representatives. **Aboriginal and Torres Strait Islander jobseekers are encouraged to apply for this vacancy.**

**Please note** that these vacancies are only open to Aboriginal and/or Torres Strait Islander people. The filling of these vacancies is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975. The successful applicants will be required to provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

The department is committed to fostering a diverse and flexible workplace that values differences, supports inclusiveness and encourages all employees regardless of gender, cultural background, disability, sexual orientation or caring responsibilities, to achieve their potential.

### Environment

The role of the Australian Department of Agriculture and Water Resources is to develop and implement policies and programs that ensure Australia's agricultural, fisheries, food and forestry industries remain competitive, profitable and sustainable. As part of this, the Department safeguards Australia's animal and plant health status to maintain overseas markets and protect the economy and environment from the impact of exotic pests and diseases through risk assessment, inspection and certification, and the implementation of emergency response arrangements for Australian agricultural, food and fibre industries.

The Science Services Group is the department's team of scientists, technical and support staff who provide on-the-ground operational advice, surveillance and diagnostic services for the department around Australia.

The Community Engagement Section has oversight of the Indigenous Ranger Biosecurity Program, which aims to build the capability of and provide support for Indigenous Ranger groups undertaking biosecurity work across northern Australia. The Community Engagement Section also manages Northern Australia Quarantine Service (NAQS) activities in the Torres Strait and Northern Peninsula Area of Cape York. This includes the clearance of traditional and commercial vessels, aircraft, passenger and crew, cargo as well as monitoring and response programs, pest surveillance activities and public awareness.

### **The Job**

The Community Liaison Officer positions require an officer to work as part of a team and independently under general supervision. The work includes a range of functions supporting the delivery of biosecurity monitoring and public awareness services by contracted Indigenous ranger groups across northern Australia. As the single point of contact between the department and communities, the Community Liaison Officer, is responsible for:

- Facilitating access to country for departmental scientists to undertake surveillance work.
- Providing training to rangers and community members in delivering biosecurity activities.
- Building and maintaining strong, respectful, tolerant and harmonious working relationships with rangers, remote communities and related organisations in northern Australia.
- Providing support to Indigenous rangers in communities by delivering biosecurity messaging, capacity building and mentoring rangers to work independently of the department in surveillance activities.
- Identifying and promoting opportunities to expand Indigenous ranger participation in biosecurity service delivery.
- Ensuring community engagement activities are delivered according to technical directions from specialist scientific staff and the department's service priorities for northern Australia.
- Undertaking administration duties as required, following agreed workflow processes and maintaining appropriate documentation for allocated ranger groups.
- Keeping up to date with new technology (biosecurity reporting app) and providing support in the use of it.

### **Knowledge and experience**

- Experience in service or project delivery in remote communities would be an advantage.
- Demonstrated experience working with Indigenous Communities in northern Australia.

### **Skills and capabilities**

The successful applicants must have:

- Strong communication skills, high levels of personal responsibility, integrity and initiative
- Cultural awareness, be respectful and approachable.
- The ability to work effectively in small teams as well as work independently.
- The ability to apply technical knowledge and expertise.

### **Mandatory qualifications**

Applicants must hold and maintain, or have the ability to obtain within 12 months of commencement:

- First Aid and CPR qualifications
- Remote Area Training
- Defensive Driving Training

### Eligibility/Other requirements

These positions require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level. To be eligible for employment with the Department of Agriculture and Water Resources, an applicant must be an Australian citizen. An applicant's suitability for employment with the department will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a National Police Check, referee checks, character clearance and where relevant a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months. Any applicant that, in the course of their work, requires unescorted access within an aviation or maritime security zone will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

The successful applicants must:

- hold and maintain a valid Australian motor vehicle drivers licence,
- have the ability to drive a manual transmission vehicle,
- meet Department of Agriculture and Water Resources health and security requirements
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- wear an official uniform supplied by the department
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note they must be able to attend work in various locations (by vessel/vehicle/light aircraft/helicopter/commercial aircraft) within the department in accordance with departmental policy.
- note that relocation assistance is subject to negotiation.

### Statement of claims

Applicants are required to submit a current CV/resume and a statement of claims (**1000 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, abilities, knowledge and qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants will be asked at interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value for the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrates how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

## Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviors and clearly setting the standard for acceptable behavior in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

For further information relating to work health and safety obligations please email

s. 47E(d) [@agriculture.gov.au](mailto:s.22(1)(a)(ii)@agriculture.gov.au).

## Contact

Name	Vivien Attwood
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Email address	s. 22(1)(a)(ii)@agriculture.gov.au

## Closing Date

Applications close	11:00 pm (AEDT) on 11 February 2019
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## Indigenous Liaison Officer (Affirmative Measure)

<b>Job Reference</b>	2019/100
<b>Classification</b>	APS Level 6 (Policy & Technical) - \$82,346 - \$93,713
<b>Division</b>	Corporate Strategy & Governance
<b>Branch</b>	Workforce and HR Strategy
<b>Section</b>	Diversity and Inclusion
<b>Location</b>	Canberra, A.C.T - 18 Marcus Clarke Street, Canberra City ACT 2601
<b>Employment Status</b>	Ongoing (permanent)
<b>Hours</b>	Full-time or part-time
<b>Security Clearance</b>	Baseline Vetting

**Please note** that this vacancy is only open to Aboriginal and/or Torres Strait Islander people. The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975. The successful applicant will be required to provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

### Work Environment

The Corporate Strategy and Governance Division works across the portfolio and with external stakeholders to foster a coordinated approach to portfolio priorities and support the department's work. We deliver nationally-integrated advice, coordination and support services to our portfolio ministers and their offices, the executive and the department. Our work includes: parliamentary business; ministerial and executive support; media and social media; staff diversity networks and portfolio-related government appointments; business and workforce planning and reporting; supporting the Inspector-General of Biosecurity (IGB); providing department wide people services; design and change management and communication services. As an enabling division, our operating environment will be impacted by the broad trends affecting the portfolio.

The Workforce and HR Strategy Branch drives the capability of the department through better workforce planning, provision of people metrics for staff management and decision-making, promoting diversity, recruitment and selection of high-quality staff, building capability and supporting delivery and strategic people management across a range of contexts.

The Indigenous Liaison Officer (ILO) will work in the Diversity and Inclusion Section which seeks to be a collaborative, informed and responsive team that provides evidence-based, forward looking and contemporary workforce strategies. We provide initiatives and support to assist the department to be a modern, progressive department with engaged, diverse and capable people. The main areas of responsibility for the section include implementing the department's inclusion strategy, Reconciliation Action Plan (RAP), Indigenous Employment Strategy and the associated activities and networks.

## The Job

The ILO is a human resource practitioner responsible for providing pastoral care to the department's Aboriginal and Torres Strait Islander employees (in Canberra and the regions) to assist with recruitment, retention and career progression. Duties could include but are not limited to:

- providing advice and guidance to Aboriginal and Torres Strait Islander staff, their managers and business areas on recruitment and selection, career development, and other HR matters relevant to Aboriginal and Torres Strait Islander employees
- playing a key role in driving implementing of the Aboriginal and Torres Strait Islander Employment Strategy 2018-2020 and, at times, assisting with the development and implementation of the Reconciliation Action Plan
- promoting cultural capability within the department through cultural awareness advice and activities
- representing the department at relevant external networks and forums, such as the APS ILO Network.
- providing support to the department's Aboriginal and Torres Strait Islander Employee Network (ATSIEN) and pastoral care to all identified staff members, including travelling to regional offices for pastoral visits
- assisting with a range of diversity and inclusion activities including National Reconciliation Week and NAIDOC Week celebrations.

## Knowledge and experience

The successful applicant will have:

- an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively
- experience in working collaboratively to ensure consistency in approach and achieve work area and departmental people priorities in a changing environment
- experience in writing a range of communication materials for different audience groups
- experience in independently planning and managing multiple tasks, demonstrating initiative, ability to set priorities, and ensure quality of outputs.

## Skills and capabilities

The successful applicant will have:

- the ability to develop, implement and evaluate policies and programs
- proven culturally appropriate engagement and communication skills, the ability to build strong productive relationships
- the ability liaise and communicate effectively with a diverse range of stakeholders.

## Desirable qualifications

Relevant qualifications in human resource management, similar qualifications or equivalent experience are highly desirable, along with a continued willingness to learn.

## Eligibility/Other requirements

This position requires a Baseline Vetting security clearance. The successful applicant will be required to obtain and maintain a clearance at this level. To be eligible for employment with the



Department of Agriculture and Water Resources, an applicant must be an Australian citizen. An applicant's suitability for employment with the department will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a National Police Check, referee checks, character clearance and where relevant a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months. Any applicant that, in the course of their work, requires unescorted access within an aviation or maritime security zone will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

### Statement of claims

Applicants are required to submit a current CV/resume and a statement of claims (**1000 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, abilities, knowledge and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants will be asked at interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value for the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrates how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

### Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviors and clearly setting the standard for acceptable behavior in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

For further information relating to work health and safety obligations please email

s. 47E(d) [@agriculture.gov.au](mailto:@agriculture.gov.au).

**Contact**

Name: Penny Ngui  
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Email address: [s. 22\(1\)\(a\)\(ii\) @agriculture.gov.au](mailto:s.22(1)(a)(ii)@agriculture.gov.au)

**Closing Date**

Applications close: 11:00 pm (AEST) on 3 June 2019





## Indigenous Liaison Officer (Affirmative Measures)

<b>Job Reference</b>	2020/2009
<b>Classification</b>	APS 6 - \$82,500 - \$93,670
<b>Division</b>	People
<b>Branch</b>	Capability, Planning & Change
<b>Section</b>	Diversity and Inclusion
<b>Location</b>	Canberra, ACT - Marcus Clarke
<b>Employment Status</b>	Temporary opportunity for acting at a higher classification (higher duties) and temporary transfer at level for approximately 6 months
<b>Hours</b>	Full Time
<b>Security Clearance</b>	Baseline Vetting

**Affirmative Measure - Indigenous** – This employment opportunity is only open to Aboriginal and Torres Strait Islanders under the 'Affirmative Measures' provisions.

### Who we are

The People Division works in partnership to deliver strategic and operational workforce services that enable organisational capability. This includes advising on: performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; integrity; conduct and fraud and corruption; workplace relations and senior executive service unit; people support; culture and change; national parks; Antarctic, and workplace health and safety.

The Capability, Planning and Change Branch drives the capability of the department through better workforce planning, provision of people metrics for staff management and decision-making, promoting diversity and inclusion, recruitment and selection of high-quality staff, building capability and supporting delivery and strategic people management across a range of contexts

The Diversity and Inclusion section seeks to be a collaborative, informed and responsive team that provides evidence-based, forward looking and contemporary workforce strategies. We provide initiatives and support to assist the department to be a modern, progressive department with engaged, diverse and capable people. The main areas of responsibility include development, implementation and evaluation of the departments Inclusion strategy, Reconciliation Action Plan (RAP), Indigenous Employment Strategy and associated activities and networks. We support the department to deliver culture change programs related to HR activities.

### The Job

The Indigenous Liaison Officer (ILO) is a people support practitioner providing a link to assist the design and implementation of effective engagement strategies to attract, recruit, retain and advance Aboriginal and Torres Strait Islander employees in the department and the APS. The role

will work with business areas to facilitate a range of employment initiatives and programs to achieve the department's Aboriginal and Torres Strait Islander recruitment and retention targets and implementation of the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024.

**Duties:**

- Provide advice, support and guidance to managers and business areas on recruitment, selection, and retention, career development, and other HR matters relevant to Aboriginal and Torres Strait Islander employees.
- Provide subject-matter and/or expert input and advice to managers, employees and HR colleagues
- Drive the development and implementation of the departments action plan against the roadmap for the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024.
- Monitor, review and report on the effectiveness of the Aboriginal and Torres Strait Islander programs
- Research, consult and implement cultural capability opportunities across the department
- Provide guidance, information and support to the department's Aboriginal and Torres Strait Islander Employee staff and the Indigenous Staff Network (ISN).
- Prepare communication products for a range of audiences using a variety of mediums (such as reports, formal briefs, intranet content, emails, speaking notes, etc.)
- Represent the Department at external networks/meetings that relate to Indigenous employment in the APS.
- Develop a range of strategies and policies related to Indigenous engagement/employment for the department.

**What we are looking for**

**Knowledge and experience**

- You will have experience in the development of contemporary diversity strategies and implementation of whole of government workforce policies, frameworks and initiatives.
- Experience in writing a range of communication materials for different audience groups
- Experience in independently planning and managing multiple tasks, demonstrating initiative, ability to set priorities, and ensuring quality of outputs.
- Demonstrated experience in building strong productive relationships, negotiating persuasively, facilitating cooperation and communicating effectively with a diverse range of stakeholders
- Experience in working collaboratively to ensure consistency in approach and achieve work area and departmental people priorities in a changing environment
- Demonstrated experience in conducting research and gathering information from a wide variety of sources

**Skills and capabilities**

The successful candidate will have

- Ability to communicate effectively with Indigenous people and have a demonstrated understanding of the issues affecting Indigenous Australians
- Ability to build strong productive relationships, negotiating persuasively, facilitating cooperation and communicating effectively with a diverse range of stakeholders

## Eligibility and other requirements

**Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

**Affirmative Measure - Indigenous** – This employment opportunity is only open to Aboriginal and Torres Strait Islanders under the 'Affirmative Measures' provisions. The Affirmative measure—Indigenous employment provision is set out in section 26 of the Australian Public Service Commissioner's Directions 2016 and is within the meaning of special measures under subsection 8(1) of the 'Racial Discrimination Act 1975'

The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

The successful applicant must:

### Statement of claims

Applicants are required to submit a current CV/resume and a statement of claims (**750 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, capabilities, knowledge, and experience and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

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### Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

**Contact**

Name: s. 22(1)(a)(ii)  
Phone number: s. 22(1)(a)(ii)  
Email address: s. 22(1)(a)(ii) @agriculture.gov.au

**Closing Date**

Applications close: 11:00 pm (AEST) on Thursday, 23 July 2020



**Australian Government**

**Department of Agriculture, Water and the Environment**

## Indigenous Liaison Officer (Affirmative Measure – Indigenous)

<b>Job Reference</b>	2020/2377
<b>Classification</b>	APS 6 - \$82,500 - \$93,670
<b>Division</b>	People
<b>Branch</b>	Capability, Planning & Change
<b>Section</b>	Diversity and Inclusion
<b>Location</b>	Canberra, ACT – 18 Marcus Clarke St, Canberra City ACT 2601
<b>Employment Status</b>	Ongoing (permanent)
<b>Hours</b>	Full-time or part-time

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

### Who we are

The People Division works in partnership to deliver strategic and operational workforce services that enable organisational capability. This includes advising on: performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; integrity; conduct and fraud and corruption; workplace relations and senior executive service staffing; people support; culture and change; national parks; Australian Antarctic Division HR, and workplace health and safety. The People Division contains four HR branches that are responsible for providing key HR management functions to the department's workforce of more than 7000 people in diverse and challenging roles in more than 150 locations. All branches are progressive with vibrant teams, continually looking for innovation and practice improvements.

The Capability, Planning and Change Branch drives the capability of the department through better workforce planning, provision of people metrics for staff management and decision-making, promoting diversity and inclusion, recruitment and selection of high-quality staff, building capability and supporting delivery and strategic people management across a range of contexts.

The Diversity and Inclusion Section seeks to be a collaborative, informed and responsive team that provides evidence-based, forward looking and contemporary workforce strategies. We provide initiatives and support to assist the department to be a modern, progressive department with engaged, diverse and capable people. The main areas of responsibility include but are not limited to, development, implementation and evaluation of the departments Inclusion strategy, Reconciliation Action Plan (RAP), Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy 2020-24 and associated activities and networks. We support the department to deliver culture change programs related to HR activities.

## **The Job**

The Indigenous Liaison Officer (ILO) is an Indigenous HR practitioner that will work with business areas to design and implement effective engagement strategies to attract, recruit, retain and advance Aboriginal and Torres Strait Islander employees in the department and the APS. The role will work with business areas to facilitate a range of employment initiatives and programs to achieve the department's Aboriginal and Torres Strait Islander recruitment and retention targets and implementation of the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024.

The main duties of the role include, but are not limited to:

- developing and implementing strategies, policies, action plans and guides to achieve the department's Aboriginal and Torres Strait Islander recruitment and retention targets
- driving the development and implementation of the departments action plan against the roadmap for the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024
- providing advice to various areas of the department on Aboriginal and Torres Strait Islander recruitment and selection, employment conditions, career development and other HR matters relevant to Aboriginal and Torres Strait Islander employees
- representing the department at relevant external networks and forums, such as the APS ILO Network and career development working groups relating to Aboriginal and Torres Strait Islander employment in the APS
- providing support to the department's Aboriginal and Torres Strait Islander Staff Network (ATSIEN/ISN) and pastoral care to all identified staff members
- promoting cultural capability within the department through cultural awareness training, advice and activities.

## **What we are looking for**

### **Knowledge and experience**

- A strong knowledge and understanding of Aboriginal and Torres Strait Islander society and culture and the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary Australian society.
- Relevant experience in workplace diversity or Aboriginal and Torres Strait Islander projects and management is highly desirable.

### **Skills and capabilities**

- The ability to communicate effectively and sensitively with Aboriginal and/or Torres Strait Islander people, and other stakeholders.
- Ability to manage and nurture productive and complex relationships with a diverse range of stakeholders to achieve work area and departmental goals.
- Demonstrated ability to write a range of communication materials for different audience groups.
- The ability to develop, implement and evaluate policies and programs.
- Demonstrated initiative and the ability to set priorities and manage multiple tasks whilst ensuring that your work is delivered to a high standard.

## **Eligibility and other requirements**

**Citizenship** - To be eligible for employment with the Department of Agriculture, Water and the Environment you must be an Australian citizen.

**Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

**MSIC and ASIC Licences** – If the position requires unescorted access within an aviation or maritime security zone, you will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

## **Statement of claims**

Applicants are required to submit a current CV/resume and a statement of claims (**1000 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, capabilities, knowledge, and experience and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

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## **Work Health and Safety Obligations**

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above



required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

**RecruitAbility**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>

**Contact**

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**Closing Date**

Applications close: 11:00 pm (AEST) on 23 September 2020



## Community Liaison Officer (Identified Indigenous Position)

<b>Job Reference</b>	2020/3007
<b>Classification</b>	APS 4 - \$67,190 - \$73,148
<b>Division</b>	Biosecurity Operations
<b>Branch</b>	Science & Surveillance
<b>Section</b>	Community Engagement
<b>Location</b>	Darwin, NT - 1 Pedersen Road, EATON, NT 0820
<b>Employment Status</b>	Both Ongoing (permanent) and Non-Ongoing (temporary)
<b>Hours</b>	Full-time or part-time
<b>Security Clearance</b>	Baseline Vetting

**Identified position** - This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

### Who we are

Biosecurity Operations Division delivers nationally-integrated biosecurity and export regulatory activities, with a focus on effectively managing biosecurity and export certification risks. The division is a key contributor to the development of biosecurity and export certification policies. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Community Engagement Section helps deliver biosecurity surveillance by engaging Indigenous Rangers on a fee for service basis to undertake biosecurity activities. The section maintains this effort and builds further biosecurity capability and provides economic opportunities for Aboriginal and Torres Strait Islander communities across northern Australia.

### The Job

The Community Liaison Officer position requires an officer to work as part of a team and independently under general supervisory direction. At the APS 4 level this will include undertaking established priorities while exercising some autonomy about how work tasks are performed. The work includes a range of functions supporting the delivery of biosecurity monitoring and public

awareness services by contracted Indigenous ranger groups across northern Australia. The duties of the role include:

- under direction, and working independently or in small teams, co-ordinating the delivery of contracted biosecurity services by Aboriginal and Torres Strait Islander ranger groups including facilitating relevant training and assistance
- developing and maintaining effective working relationships with remote communities in northern Australia, with a particular focus on Indigenous ranger groups and related organisations
- identifying and promoting opportunities to strengthen Indigenous ranger participation in biosecurity service delivery
- ensuring community engagement activities are delivered according to technical directions from specialist scientific staff and the department's service priorities for northern Australia
- providing logistic and liaison support to surveys associated with the Northern Australia Quarantine Strategy (NAQS) program
- requesting and reviewing fee for service invoices
- maintaining an operational plan based on fee for service planned activities
- preparing reports and performing administrative functions to a high standard and in a timely manner in accordance with agreed workflows
- assisting in the delivery of remote field services according to applicable work health and safety regulations and departmental requirements, policies and procedures, including adhering to the APS Values and Code of Conduct
- taking responsibility for maintaining equipment checks and maintenance schedules
- working with a wide range of key stakeholders, including government and non-government agencies.

**Please note** that the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 3 years in total. This non-ongoing vacancy may become ongoing in the next 12 months and if so this selection process may be used to fill the vacancy on an ongoing basis.

### **What we are looking for**

#### **Knowledge and experience**

The ideal applicant will have knowledge, or an understanding, of the NAQS Program, the Indigenous Ranger Biosecurity Program and the wider biosecurity environment. Applicants will have strong cultural awareness, particularly in dealing with Aboriginal and Torres Strait Islander people in remote areas.

#### **Skills and capabilities**

- Strong communication skills, integrity, initiative and a high level of personal responsibility.
- The ability to build and sustain supportive, effective and collaborative relationships with internal and external clients, including Indigenous Communities and their representatives, government agencies and other community stakeholders.
- Sensitivity to cultural differences and social complexities.
- Demonstrated ability to consider efficiency and value for money as well as the ability to forward plan with regards to fieldwork trips.
- Sound computer literacy skills with an ability to use standard office programs (i.e. Microsoft Office Suite and mobile applications).

- The ability to adapt to, and keep up to date with, changing IT systems and technology.

### **Eligibility and other requirements**

**Citizenship** - To be eligible for employment with the Department of Agriculture, Water and the Environment you must be an Australian citizen.

**Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

**Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

**MSIC and ASIC Licences** – If the position requires unescorted access within an aviation or maritime security zone, you will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification
- hold and maintain a current manual driver's licence and possess the ability to drive a 4WD vehicle
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work, noting that you may be required to work in adverse weather conditions (hot, dry and wet conditions)
- note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses
- note that you will be required to travel to, and work in, remote/isolated locations in the Northern Territory, Western Australia or Queensland, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four wheel drive vehicles
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- be prepared to obtain and maintain special permits and licences
- note that relocation assistance is subject to negotiation.

### **Statement of claims**

Applicants are required to submit a current CV/resume and a statement of claims (**750 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, capabilities, knowledge, and experience and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value to the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrate how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

### **Work Health and Safety Obligations**

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

### **RecruitAbility**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>.

### **Contact**

Name: Matt Dunn  
Phone number: (07) 4241 7963  
Email address: [s.22\(1\)\(a\)\(ii\)@awe.gov.au](mailto:s.22(1)(a)(ii)@awe.gov.au)

### **Closing Date**

Applications close: 11:00 pm (AEDT) on 30 November 2020



Australian Government

Department of Agriculture, Water and the Environment

## Indigenous Liaison Officer - Affirmative Measures

<b>Job Reference</b>	2021/5129
<b>Classification</b>	APS 6 - \$84,150 - \$95,543
<b>Division</b>	People
<b>Branch</b>	Capability, Planning & Change
<b>Section</b>	Diversity and Inclusion
<b>Location</b>	Canberra, ACT - John Gorton Building
<b>Employment Status</b>	Temporary opportunity for acting at a higher classification (higher duties) and temporary transfer at level for approximately 6-12 months.
<b>Hours</b>	Full Time

**Affirmative Measure** - The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

**Identified position** This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

### Who we are

The People Division works in partnership to deliver strategic and operational workforce services that enable organisational capability. This includes integrity; conduct; fraud and corruption; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and change; and workplace health and safety.

The Diversity and Inclusion Section seeks to be a collaborative, informed and responsive team that provides evidence-based, proactive and contemporary workforce. We provide initiatives and support to assist the department to be a modern, progressive department with engaged diverse and capable people. We support the department to deliver culture change programs that help foster an inclusive, diverse workplace

### The Job

The Indigenous Liaison Officer (ILO) is an Indigenous HR practitioner that will work with business areas to design and implement effective engagement strategies to attract, recruit, retain and advance Aboriginal and Torres Strait Islander employees in the department and the APS. The role will work with business areas to facilitate a range of employment initiatives and programs to achieve the department's Aboriginal and Torres Strait Islander recruitment and retention targets

and implementation of the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024.

## **What we are looking for**

### **Skills and capabilities**

The main duties of the role include, but are not limited to:

- developing and implementing strategies, policies, action plans and guides to achieve the department's Aboriginal and Torres Strait Islander recruitment and retention targets
- driving the development and implementation of the departments action plan against the roadmap for the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024
- providing advice to various areas of the department on Aboriginal and Torres Strait Islander recruitment and selection, employment conditions, career development and other HR matters relevant to Aboriginal and Torres Strait Islander employees
- representing the department at relevant external networks and forums, such as the APS ILO Network and career development working groups relating to Aboriginal and Torres Strait Islander employment in the APS
- providing support to the department's Aboriginal and Torres Strait Islander Staff Network (ATSIEN/ISN) and pastoral care to all identified staff members
- promoting cultural capability within the department through cultural awareness training, advice and activities
- coordination of departmental indigenous development and award programs.

### **Knowledge and experience**

- A strong knowledge and understanding of Aboriginal and Torres Strait Islander society and culture and the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary Australian society.
- Relevant experience in workplace diversity or Aboriginal and Torres Strait Islander projects and management is highly desirable.
- High level organisational skills and accountability to manage a range of project activities and coordinate project inputs.
- Strong written and oral communication skills.
- Ability to work independently and take initiative.

### **Statement of claims**

Applicants are required to submit a statement of claims (**750 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, capabilities, knowledge, and experience and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value to the job and the organisation. You must make sure that you adequately address each key area or point and cite



evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrate how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

### **Work Health and Safety Obligations**

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

### **Contact**

Name: s. 22(1)(a)(ii)  
Phone number: s. 22(1)(a)(ii)  
Email address: s. 22(1)(a)(ii) @awe.gov.au

### **Closing Date**

Applications close: 11:00 pm (AEST) on Sunday, 5 September 2021.

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q9a	Do you identify as an Aboriginal and/or Torres Strait Islander person?	Responses:	4339
1	Yes	3%	127
2	No	97%	4212

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**DAFF First Nations employment data – as of 30 Sep 2024****Table 1 - First Nations employees**

30/09/24	
Headcount	% of Department
165	2.7%

**Table 2 First Nations employees by location**

	30/09/24	
Location	Headcount	Workforce percentage*
QLD	65	8.1%
ACT	60	2.1%
NSW	16	2.0%
WA	10	2.8%
NT	6	9.7%
VIC	5	0.5%
SA	3	1.2%
TAS	-	-
External Territory	-	-
OS	-	-

\*% based on regional headcount totals

**Table 3 - First Nations employees by classification\***

	30/09/24	
Classification	Headcount	Workforce percentage*
APS 1-6	131	3.2%
EL1-2	31	1.6%
SES	3	2.4%
<b>Total</b>	<b>165</b>	<b>2.7%</b>

\*The department reports on First Nations representation based on APS employees only and therefore excludes externally employed staff such as those employed under the Indigenous Ranger Biosecurity Program, noting they are engaged under a 'fee for service' contract.

**Job Description Report**

the Job Description report in sheet two contains an extract from the department's eRecruit system.

Information contained in the report details position descriptions and position related information for Indigenous Liaison Officers and Liaison Officers for Affirmative Measures Indigenous Recruitment Activities.

Job Descriptions

Department	Job Reference	Job Created Date	Requisition Process Name	Employment Status	Classification	Special Measures	Job Name	Division description	Branch / Stream
DAFF	2018/1538	18/12/2018 2:15 PM	Request for Employment - Advertise Externally	Full Time or Part Time	APS Level 4 (Policy & Technical) - \$66,658 - \$72,351	Affirmative measure - Indigenous employment	Community Liaison Officer	The role of the Australian Department of Agriculture and Water Resources is to develop and implement policies and programs that ensure Australia's agricultural, fisheries, food and forestry industries remain competitive, profitable and sustainable. As part of this, the Department safeguards Australia's animal and plant health status to maintain overseas markets and protect the economy and environment from the impact of exotic pests and diseases through risk assessment, inspection and certification, and the implementation of emergency response arrangements for Australian agricultural, food and fibre industries.	The Science Services Group is the department's team of scientists, technical and support staff who provide on-the-ground operational advice, surveillance and diagnostic services for the Department around Australia.
DAFF	2019/100	22/01/2019 9:57 AM	Request for Employment - Advertise Externally	Full Time or Part Time	APS Level 6 (Policy & Technical) - \$82,346 - \$93,713	Affirmative measure - Indigenous employment	Indigenous Liaison Officer (Affirmative Measure)	The Corporate Strategy and Governance Division works across the portfolio and with external stakeholders to foster a coordinated approach to portfolio priorities and support the department's work. We deliver nationally-integrated advice, coordination and support services to our portfolio ministers and their offices, the executive and the department. Our work includes: parliamentary business; ministerial and executive support; media and social media; staff diversity networks and portfolio-related government appointments; business and workforce planning and reporting; supporting the Inspector-General of Biosecurity (IGB); providing department wide people services; design and change management and communication services. As an enabling division, our operating environment will be impacted by the broad trends affecting the portfolio.	The Workforce and HR Strategy branch drives the capability of the department through better workforce planning, provision of people metrics for staff management and decision-making, promoting diversity, recruitment and selection of high-quality staff, building capability and supporting delivery and strategic people management across a range of contexts.
DAFF	2020/2009	08/07/2020 9:36 AM	Request to Advertise Internally (Eol)	Full Time	APS 6 - \$91,944 - \$104,393		Indigenous Liaison Officer (Affirmative Measures)	The People Division works in partnership to deliver strategic and operational workforce services that enable organisational capability. This includes advising on: performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; integrity; conduct and fraud and corruption; workplace relations and senior executive service unit; people support; culture and change; national parks; Antarctic, and workplace health and safety.	The Capability, Planning and Change Branch drives the capability of the department through better workforce planning, provision of people metrics for staff management and decision-making, promoting diversity and inclusion, recruitment and selection of high-quality staff, building capability and supporting delivery and strategic people management across a range of contexts
DAFF	2020/2377	14/08/2020 3:27 PM	Request to Advertise Externally	Full Time	APS 6 - \$91,944 - \$104,393	Affirmative measure - Indigenous employment	Indigenous Liaison Officer (Affirmative Measure - Indigenous)	The People Division works in partnership to deliver strategic and operational workforce services that enable organisational capability. This includes advising on: performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; integrity; conduct and fraud and corruption; workplace relations and senior executive service unit; people support; culture and change; national parks; Antarctic, and workplace health and safety. The People Division contains four HR branches that are responsible for providing key HR management functions to the department's workforce of more than 7000 people in diverse and challenging roles in more than 150 locations. All branches are progressive with vibrant teams, continually looking for innovation and practice improvements.	The Capability, Planning and Change Branch drives the capability of the department through better workforce planning, provision of people metrics for staff management and decision-making, promoting diversity and inclusion, recruitment and selection of high-quality staff, building capability and supporting delivery and strategic people management across a range of contexts.
DAFF	2020/3007	09/10/2020 3:44 PM	Request to Advertise Externally	Full Time	APS 4 - \$74,882 - \$81,521		Community Liaison Officer (Identified Indigenous Position)	Biosecurity Operations Division delivers nationally-integrated biosecurity and export regulatory activities, with a focus on effectively managing biosecurity and export certification risks. The division is a key contributor to the development of biosecurity and export certification policies. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.	Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.
DAFF	2021/5129	19/08/2021 4:10 PM	Request to Advertise Internally (Eol)	Full Time	APS 6 - \$91,944 - \$104,393		Indigenous Liaison Officer - Affirmative Measures	The People Division works in partnership to deliver strategic and operational workforce services that enable organisational capability. This includes integrity; conduct; fraud and corruption; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and change, and workplace health and safety.	"Use generic working for Capability, Planning and Change Branch"

Section	Job Overview	Knowledge / Experience	Skills / Capabilities	Number of positions
The Community Engagement Section has oversight of the Indigenous Ranger Biosecurity Program, which aims to build the capability of and provide support for Indigenous Ranger groups undertaking biosecurity work across northern Australia. The Community Engagement Section also manages Northern Australia Quarantine Service (NAQS) activities in the Torres Strait and Northern Peninsula Area of Cape York. This includes the clearance of traditional and commercial vessels, aircraft, passenger and crew, cargo as well as monitoring and response programs, pest surveillance activities and public awareness.	The Community Liaison Officer position requires an officer to work as part of a team and independently under general supervision. The work includes a range of functions supporting the delivery of biosecurity monitoring and public awareness services by contracted Indigenous ranger groups across northern Australia. As the single point of contact between the department and communities, the Community Liaison Officer, is responsible for: <ul style="list-style-type: none"> <li>Facilitating access to country for departmental scientists to undertake surveillance work.</li> <li>Providing training to rangers and community members in delivering biosecurity activities.</li> <li>Building and maintaining strong, respectful, tolerant and harmonious working relationships with rangers, remote communities and related organisations in northern Australia.</li> <li>Providing support to Indigenous rangers in communities by delivering biosecurity messaging, capacity building and mentoring rangers to work independently of the department in surveillance activities.</li> <li>Identifying and promoting opportunities to expand Indigenous ranger participation in biosecurity service delivery.</li> <li>Ensuring community engagement activities are delivered according to technical directions from specialist scientific staff and the department's service priorities for northern Australia.</li> <li>Undertaking administration duties as required, following agreed workflow processes and maintaining appropriate documentation for allocated ranger groups.</li> <li>Keeping up to date with new technology (biosecurity reporting app) and providing support in the use of it.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in service or project delivery in remote communities would be an advantage.</li> <li>Demonstrated experience working with Indigenous Communities in northern Australia.</li> </ul>	<p>The successful applicants must have:</p> <ul style="list-style-type: none"> <li>Strong communication skills, high levels of personal responsibility, integrity and initiative</li> <li>Cultural awareness, be respectful and approachable.</li> <li>The ability to work effectively in small teams as well as work independently.</li> <li>The ability to apply technical knowledge and expertise.</li> </ul>	2
The Indigenous Liaison Officer (ILO) will work in the Diversity and Inclusion Section which seeks to be a collaborative, informed and responsive team that provides evidence-based, forward looking and contemporary workforce strategies. We provide initiatives and support to assist the department to be a modern, progressive department with engaged, diverse and capable people.	Duties could include but are not limited to: <ul style="list-style-type: none"> <li>providing advice and guidance to Aboriginal and Torres Strait Islander staff, their managers and business areas on recruitment and selection, career development, and other HR matters relevant to Aboriginal and Torres Strait Islander employees</li> <li>playing a key role in driving implementing of the Aboriginal and Torres Strait Islander Employment Strategy 2018-2020 and, at times, assisting with the development and implementation of the Reconciliation Action Plan</li> <li>promoting cultural capability within the department through cultural awareness advice and activities</li> <li>representing the department at relevant external networks and forums, such as the APS ILO Network.</li> <li>providing support to the department's Aboriginal and Torres Strait Islander Employee Network (ATSIN) and pastoral care to all identified staff members, including travelling to regional offices for pastoral visits</li> <li>assisting with a range of diversity and inclusion activities including National Reconciliation Week and NAIDOC Week celebrations.</li> </ul>	<p>Knowledge and Experience</p> <p>This role requires the candidate to have an understanding of the issues affecting Aboriginal and Torres Strait Islander people, and proven culturally appropriate engagement and communication skills.</p>	<p>Skills and Capabilities</p> <p>The successful candidate will have</p> <ol style="list-style-type: none"> <li>an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively</li> <li>the ability to develop, implement and evaluate policies and programs</li> <li>the ability to build strong productive relationships, liaise and communicate effectively with a diverse range of stakeholders</li> <li>experience in working collaboratively to ensure consistency in approach and achieve work area and departmental people priorities in a changing environment</li> <li>experience in writing a range of communication materials for different audience groups</li> <li>experience in independently planning and managing multiple tasks, demonstrating initiative, ability to set priorities, and ensure quality of outputs.</li> </ol>	1
The Diversity and Inclusion section seeks to be a collaborative, informed and responsive team that provides evidence-based, forward looking and contemporary workforce strategies. We provide initiatives and support to assist the department to be a modern, progressive department with engaged, diverse and capable people.	The Indigenous Liaison Officer (ILO) is a people support practitioner providing a link to assist the design and implementation of effective engagement strategies to attract, recruit, retain and advance Aboriginal and Torres Strait Islander employees in the department and the APS. The role will work with business areas to facilitate a range of employment initiatives and programs to achieve the department's Aboriginal and Torres Strait Islander recruitment and retention targets and implementation of the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024.	You will have experience in the development of contemporary diversity strategies and implementation of whole of government workforce policies, frameworks and initiatives. This role requires the candidate to have an understanding of the issues affecting Aboriginal and Torres Strait Islander people and proven culturally appropriate engagement and communication skills.	<p>Skills and Capabilities</p> <p>The successful candidate will have</p> <ol style="list-style-type: none"> <li>Ability to communicate effectively with Indigenous people and have a demonstrated understanding of the issues affecting Indigenous Australians.</li> <li>Demonstrated experience in building strong productive relationships, negotiating persuasively, facilitating cooperation and communicating effectively with a diverse range of stakeholders.</li> <li>Experience in working collaboratively to ensure consistency in approach and achieve work area and departmental people priorities in a changing environment.</li> <li>Demonstrated experience in conducting research and gathering information from a wide variety of sources.</li> <li>Experience in writing a range of communication materials for different audience groups.</li> <li>Experience in independently planning and managing multiple tasks, demonstrating initiative, ability to set priorities, and ensuring quality of outputs.</li> </ol>	1
The main areas of responsibility include but are not limited to: development, implementation and evaluation of the departments Inclusion strategy, Reconciliation Action Plan (RAP), Indigenous Employment Strategy and associated activities and networks. We support the department to deliver culture change programs related to HR activities.	Duties <ul style="list-style-type: none"> <li>Provide advice, support and guidance to managers and business areas on recruitment, selection, and retention, career development, and other HR matters relevant to Aboriginal and Torres Strait Islander employees.</li> <li>Provide subject-matter and/or expert input and advice to managers, employees and HR colleagues</li> <li>Drive the development and implementation of the departments action plan against the roadmap for the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024.</li> <li>Monitor, review and report on the effectiveness of the Aboriginal and Torres Strait Islander programs.</li> <li>Research, consult and implement cultural capability opportunities across the department.</li> <li>Provide guidance, information and support to the department's Aboriginal and Torres Strait Islander Employee staff and the Indigenous Staff Network (ISN).</li> <li>Prepare communication products for a range of audiences using a variety of mediums (such as reports, formal briefs, intranet content, emails, speaking notes, etc.)</li> <li>Represent the Department at external networks/meetings that relate to Indigenous employment in the APS.</li> <li>Develop a range of strategies and policies related to Indigenous engagement/employment for the department.</li> </ul>			
The Diversity and Inclusion section seeks to be a collaborative, informed and responsive team that provides evidence-based, forward looking and contemporary workforce strategies. We provide initiatives and support to assist the department to be a modern, progressive department with engaged, diverse and capable people.	The main duties of the role include, but are not limited to: <ul style="list-style-type: none"> <li>developing and implementing strategies, policies, action plans and guides to achieve the department's Aboriginal and Torres Strait Islander recruitment and retention targets</li> <li>driving the development and implementation of the departments action plan against the roadmap for the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024</li> <li>providing advice to various areas of the department on Aboriginal and Torres Strait Islander recruitment and selection, employment conditions, career development and other HR matters relevant to Aboriginal and Torres Strait Islander employees</li> <li>representing the department at relevant external networks and forums, such as the APS ILO Network and career development working groups relating to Aboriginal and Torres Strait Islander employment in the APS</li> <li>providing support to the department's Aboriginal and Torres Strait Islander Staff Network (ATSIN/ISN) and pastoral care to all identified staff members</li> <li>promoting cultural capability within the department through cultural awareness training, advice and activities.</li> </ul>	<ul style="list-style-type: none"> <li>A strong knowledge and understanding of Aboriginal and Torres Strait Islander society and culture and issues affecting Aboriginal and Torres Strait Islander peoples in contemporary Australian society.</li> <li>The ability to communicate effectively and sensitively with Aboriginal and/or Torres Strait Islander people, and other stakeholders.</li> <li>Ability to manage and nurture productive and complex relationships with a diverse range of stakeholders to achieve work area and agency goals.</li> <li>Write a range of communication materials for different audience groups; with the ability to develop, implement and evaluate policies and programs.</li> <li>Experience and familiarity in managing multiple tasks, demonstrating initiative, ability to set priorities, and ensure quality of outputs.</li> </ul>	Please provide a written statement of no more than 1500 words describing your skills and knowledge and what you can bring to the role. Please ensure your response relates to the duties of the role.	1
The Community Engagement Section helps deliver biosecurity surveillance by engaging Indigenous Rangers on a fee for service basis to undertake biosecurity activities. The section maintains this effort and builds further biosecurity capability and provides economic opportunities to through training, capability building and business opportunities for Aboriginal and Torres Strait Islander communities across northern Australia.	The Community Liaison Officer position requires an officer to work as part of a team and independently under general supervisory direction. At the APS 4 level this will include undertaking established priorities while exercising some autonomy about how work tasks are performed. The work includes a range of functions supporting the delivery of biosecurity monitoring and public awareness services by contracted Indigenous ranger groups across northern Australia. The duties of the role include: <ul style="list-style-type: none"> <li>under direction, and working independently or in small teams, co-ordinating the delivery of contracted biosecurity services by Aboriginal and Torres Strait Islander ranger groups including facilitating relevant training and assistance</li> <li>developing and maintaining effective working relationships with remote communities in northern Australia, with a particular focus on Indigenous ranger groups and related organisations</li> <li>identifying and promoting opportunities to strengthen Indigenous ranger participation in biosecurity service delivery</li> <li>ensuring community engagement activities are delivered according to technical directions from specialist scientific staff and the department's service priorities for northern Australia</li> <li>providing logistic and liaison support to surveys associated with the Northern Australia Quarantine Strategy (NAQS) program</li> <li>requesting and reviewing fee for service invoices</li> <li>maintaining an operational plan based on fee for service planned activities</li> <li>preparing reports and performing administrative functions to a high standard and in a timely manner in accordance with agreed workflows</li> <li>assisting in the delivery of remote field services according to applicable work health and safety regulations and departmental requirements, policies and procedures, including adhering to the APS Values and Code of Conduct</li> <li>taking responsibility for maintaining equipment checks and maintenance schedules</li> <li>working with a wide range of key stakeholders, including government and non-government agencies.</li> </ul>	The ideal applicant will have a knowledge or understanding of the NAQS Program, the Indigenous Ranger Biosecurity Program and the wider biosecurity environment. Applicants will have strong cultural awareness, particularly in dealing with Aboriginal and Torres Strait Islander people in remote areas.	<p>The role will require the officer to demonstrate strong communication skills, high levels of personal responsibility, integrity and initiative</p> <ul style="list-style-type: none"> <li>Build and sustain supportive, effective and collaborative relationships with internal and external clients</li> <li>maintain close consultation with Indigenous Communities and their representatives, government agencies and other community stakeholders</li> <li>operate safely in remote areas of Northern Australia</li> <li>be flexible to travel to and work in remote communities in Northern Territory and Western Australia, for extended periods of time</li> <li>work outdoors in adverse weather conditions (hot, dry and wet conditions)</li> <li>be sensitive to cultural differences and social complexities.</li> <li>be prepared to obtain and maintain special permits and licences (manual driver, ATV, firearms)</li> <li>consider efficiency and value for money, and have forward planning with regards to fieldwork trips.</li> <li>sound computer literacy skills with an ability to use standard office programs (i.e. Microsoft Office Suite and mobile applications).</li> <li>the ability to adapt to, and keep up to date with changing IT systems and technology.</li> <li>strong communication skills and the ability to build strong working relationships.</li> </ul>	1
The Diversity and Inclusion Section seeks to be a collaborative, informed and responsive team that provides evidence-based, proactive and contemporary workforce. We provide initiatives and support to assist the department to be a modern, progressive department with engaged diverse and capable people. We support the department to deliver culture change programs that help foster an inclusive, diverse workplace	The Indigenous Liaison Officer (ILO) is an Indigenous HR practitioner that will work with business areas to design and implement effective engagement strategies to attract, recruit, retain and advance Aboriginal and Torres Strait Islander employees in the department and the APS. The role will work with business areas to facilitate a range of employment initiatives and programs to achieve the department's Aboriginal and Torres Strait Islander recruitment and retention targets and implementation of the Commonwealths Aboriginal and Torres Strait Islander Workforce Strategy 2020-2024.	<ul style="list-style-type: none"> <li>A strong knowledge and understanding of Aboriginal and Torres Strait Islander society and culture and the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary Australian society.</li> <li>Relevant experience in workplace diversity or Aboriginal and Torres Strait Islander projects and management is highly desirable</li> <li>High level organisational skills and accountability to manage a range of project activities and coordinate project inputs.</li> <li>Strong written and oral communication skills</li> <li>Ability to work independently and take initiative</li> </ul>	"Use Text from "what we are looking for" section	1