

## Role Description

## Indigenous Community Coordinator (Identified)

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



|                    |  |                     |           |
|--------------------|--|---------------------|-----------|
| Job Evaluation No. | 24599  | Content Manager No. | 15/343420 |
| Work Unit          | <b>Nominated School</b><br><b>Nominated Region</b><br><b>School and Regional Operations and Performance Division</b>   |                     |           |
| Location           | <b>Various locations throughout the State</b>  |                     |           |
| Classification     | <b>AO4 Qld Public Service Officers and Other Employees Award - State 2015</b><br><b>36 ¼ hour week</b>   |                     |           |
| Job Type           | <b>Permanent / Temporary / Full-time / Part-time</b><br><b>Temporary period until XXXX unless otherwise determined</b>                                       |                     |           |
| Salary Range       | <b>per annum</b><br>Salary is reflective of full-time employment (1.0FTE)<br><i>Plus superannuation contributions of up to 12.75% of your annual salary.</i> |                     |           |

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Indigenous Community Coordinator (Identified), you will work with the Principal to liaise with students, families and the community to develop and introduce strategies in the context of school based management, to achieve and promote Aboriginal and Torres Strait Islander Education.

The Indigenous Community Coordinator (Identified) reports to the Business Manager, Principal or nominated delegate.

### Your role

Responsibilities include:

- Work with the school community to develop, implement and monitor appropriate programs which raise Aboriginal and Torres Strait Islander community awareness and participation in educational decision making processes and which contribute to the development of local community awareness.
- Facilitate stakeholder and reference groups to support community development programs and networks that meet the needs of the school and encourage partnerships with community service agencies and community leaders.
- Assist school community groups with advice and strategies for effective participation in education and access to information, resources and services.
- Provide input into local decision making to ensure the school reflects the wishes of parents and caregivers.



- Provide advice and feedback on current school and Aboriginal and Torres Strait Islander community issues to the region, and undertake or provide advice on effective consultation and decision making processes.
- Assist in problem resolution on sensitive issues that may arise in the discharge of the position's duties.
- Develop innovative and effective strategies for building relationships with all stakeholder and client groups.
- Liaise with community service agencies to initiate collaborative action to address community issues that may impact on schools and to link schools and parents with appropriate agencies.
- Participate in professional networking and professional development.
- Conduct workshops to increase the participation of Aboriginal and Torres Strait Islander teacher aides in education decision making.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- For this position, it is a genuine occupational requirement that it be filled by an Aboriginal person or a Torres Strait Islander person as set out in Section 7 of the *Anti Discrimination Act 1991* for the purposes contained in Section 25 of that Act.

#### **Verification of Aboriginality and/or Torres Strait Island heritage**

- For administrative purposes, in relation to an Aboriginal and/or Torres Strait Islander identified role, an Aboriginal and/or Torres Strait Islander person is a person who identifies as an Aboriginal and/or Torres Strait Islander person and is either:
  - of Aboriginal and/or Torres Strait Islander descent; **or**
  - accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which he or she lives.
- By definition a person who is not an Aboriginal and/or Torres Strait Islander cannot be employed (on any basis) to perform the duties of an Aboriginal and/or Torres Strait Islander identified role.
- Applicants to this position **may have** to provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.
- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

#### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

##### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

##### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

##### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.

- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

**Additional information**

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- This role description works in conjunction with the Candidate Information Package.