

## POSITION DESCRIPTION

POSITION TITLE:	<b>Wurundjeri Liaison Action Officer</b>
DIVISION:	<b>City Services &amp; Living</b>
DEPARTMENT:	<b>Community Health &amp; Wellbeing</b>
SECTION:	<b>Sustainability Engagement</b>
CLASSIFICATION:	<b>Band 6</b>

### POSITION OBJECTIVES:

The key objectives of the position are:

- To liaise with and between the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) and the Chain of Ponds (CoP) to integrate cultural values, past and present, within the landscape of the Moonee Ponds Creek catchment.
- To deliver a variety of on-ground projects as agreed and directed by WWCHAC Policy and Partnerships Unit and the Chain of Ponds Governance Group.
- The role is accountable to the WWCHAC Policy and Partnerships Unit Manager for strategic guidance and the Chain of Ponds Collaboration Lead for administrative support and takes guidance from the Wurundjeri Council and wider Chain of Ponds Collaboration.

**KEY RESPONSIBILITIES AND DUTIES:**

**1. Accountability:**

- Build and sustain relationships with and between WWCHAC and CoP, and seek involvement from, a diverse range of members across the two groups.
- Convene and facilitate meetings of the CoP Cultural Heritage Working Group (to be formed)
- Plan, deliver and report on Cultural projects listed in the Chain of Ponds Prospectus 2025-2028.
- Prepare agendas, minutes and reports to support the function of the Cultural Heritage Working Group.
- Contribute to WWCHAC Policy and Partnership Unit’s Monthly reporting to the Board and update CoP Collaboration Lead on progress as required.
- Share learnings from project to project and contribute to building capacity (for integration of cultural values into projects) across the 2 groups.
- Identify, plan and project manage other WWCHAC and CoP- inspired projects to progress the integration of cultural values, past and present, within the landscape of the Moonee Ponds Creek catchment. (not including CHMPs as they are a separate statutory process).
- Build on what has worked well in other projects / other catchments.
- Facilitate WWCHAC and COP members to provide advice, guidance and input to projects as required.
- Advocate for Cultural Heritage uplift across the Moonee Ponds Creek catchment and promote collaborative partnership within WWCHAC and CoP and across their partners.
- Seek opportunities to raise the profile for completed projects and successes in integrating Wurundjeri Cultural Values into projects, across the catchment and other catchments.
- Work with the WWCHAC Policy and Partnerships Unit Manager and CoP Collaboration Lead to secure funding for future projects.

<b>ORGANISATIONAL RELATIONSHIPS:</b>	
Reports to:	Chain of Ponds Collaboration Lead
Supervises:	n/a
Internal Contacts:	Chain of Ponds - Collaboration Staff & Governance Group Hume City Council – Sustainability Engagement Team WWCHAC – Policy & Partnerships Unit, Water Unit, Research Unit. Education Unit
External Contacts:	Chain of Ponds – Governance Group and Working/Project Groups, Local Government Officers in Councils along the Moonee Ponds Creek, Water Authorities, DEECA, Friends of Moonee Ponds Creek, Universities and a range of special interest and community groups. Hume City Council departments including Community Health & Wellbeing, Waste & Sustainability, Assets Department, Strategic Communications, Finance & Property Development, People & Culture.

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## ORGANISATIONAL CONTEXT

### VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

### MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

### OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	<p><b>We're better, every day</b></p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p><b>We're in it together</b></p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p><b>We show up</b></p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p><b>All for Hume</b></p> <p>We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.</p>

## WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.

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- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

### **RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

### **STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

### **SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

### **ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

### **ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area,

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however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

<b>POLICE CHECK:</b> The incumbent must have and maintain a current Police Check	
<b>WORKING WITH CHILDREN CHECK:</b> The incumbent must have and maintain a current Working with Children Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>PRE-EMPLOYMENT MEDICAL CHECK</b> <ul style="list-style-type: none"> <li>The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug &amp; alcohol test. May also include cognitive assessment.)</li> <li>The incumbent must undergo a Pre-Employment Audio Test</li> </ul>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>PSYCHOMETRIC ASSESSMENT</b> The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>OTHER DUTIES</b> Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

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**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

- Working independently with minimal supervision in the community on issues relating to cultural values along the Moonee Ponds creek
- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Providing leadership and direction to ensure activities involving the general public and contractors are carried out in accordance with respect to cultural heritage and work health and safety policies and practices.
- Contributing to the development of strategies, policies and programs of the Chain of Ponds Collaboration.
- Contributing to the hosting of meetings of the CoP Governance group on occasion.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

- Exercising initiative and using independent judgement
- Working within defined objectives and with the ability to select the particular method, process or equipment to be used from a range of available alternatives.
- Using imaginative and innovative ways to improve a project.
- Maintaining confidentiality when required
- Dealing with conflict in a professional and helpful manner.
- Assisting in the implementation and review of the Chain of Ponds prospectus, as required.
- Improving awareness and understanding of cultural values along the Moonee Ponds creek in accordance with Wurundjeri Woi-wurrung cultural requirements.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

- Collaboration, ability to create and encourage a cooperative environment, and facilitate and build capacity.
- Demonstrated Project Management experience, ability to plan and deliver complex projects in conjunction with a number of stakeholders
- Experience and skills in the principles and processes of community development (including activities in relation to community engagement, advocacy, consultation, participation, strengthening and empowerment).
- Collaboration, ability to create and encourage a cooperative environment.
- Awareness of existing legislation, regulations and policies regarding self determination, cultural rights and cultural heritage in Victoria
- Knowledge of current issues relating to First Nations cultural rights and advocacy
- Understanding of issues influencing people from diverse cultural and socioeconomic backgrounds.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

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- An ability to manage time, set priorities, plan and organise own work within a flexible and generally independent framework and to achieve set objectives within given timelines.
- An ability to work independently, with minimal supervision with a high degree of self-motivation, and within a multi-disciplinary team.
- Maintaining confidentiality.
- Ability to exercise initiative in identifying and responding to emerging issues and changing priorities.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

- Great communication skills and the ability to gain co-operation of and communicate effectively with people from diverse backgrounds and cultures.
- Ability to work effectively as part of a team and independently communication skills and the ability to gain co-operation of and communicate effectively with people from diverse backgrounds and cultures.
- Ability to work effectively as part of a team and independently.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

**Essential**

- Understanding of Indigenous communities and decision making processes
- Understanding of basic Microsoft office suite
- Interpersonal skills and relationship management, building effective and enduring relationships that positively impact individual and business performance.
- Demonstrated skills in written and oral communication, consultation, negotiation and advocacy including with senior management, business and government partners and key community stakeholders.
- Current driver's licence.

**Desirable**

- Indigenous water: knowledge of current indigenous water rights in Victoria.

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## TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in wet/slippery conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				
Picking up litter at occasional litter clean-up events				

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**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):	
Signature:	Date:

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Experience and confidence working with First Nations organisations.
2. Great communication skills and interpersonal skills including the ability to maintain relationships.
3. Knowledge of First Nations cultural values along the Moonee Ponds Creek
4. Ability to understand and respond to varied stakeholder needs, and to build and foster relationships.
5. Ability to assist community members and contractors to understand the importance of First Nations cultural values along the Moonee Ponds Creek (Not conduct CHMPs).
6. A current driver’s licence.

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