

POSITION DESCRIPTION

POSITION	Women's Group Leader
Reports to	CEO
Group	Operations
Level	2
Date revised	Nov 2021

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Local Aboriginal Land Council (LALC). The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Primary Purpose

To develop, facilitate and deliver various activities, programs, services and events designed to address the identified needs, interests, aspirations and challenges of the Aboriginal Women's Group within Brewarrina.

Brewarrina Local Aboriginal Land Council Values

Land Council's vision is to empower Aboriginal people in NSW through economic and social independence these foundations guide the decisions, actions and conduct of all employees

Accountabilities

- Facilitate and evaluate a schedule of activities, programs, services and events designed to address the identified needs, interests, and challenges of the Aboriginal Women's Group.
- Facilitate timely access to appropriate and specialised resources; information, support services and various external agencies to support Local Aboriginal Women's Health and Wellbeing.
- Consult regularly within the local community for input and feedback on success of group activities, programs and services to ensure the group is being represented and led with Women's health and well-being at the forefront of decision making.
- Aid in the oversight of accurate maintenance of sensitive and confidential records to ensure information and data meets legislative, regulatory and reporting requirements.
- Promote and market the Aboriginal Women's Group and its activities, programs and services.
- Promote the Women's Group positive and collaborative culture/values through open, fair and transparent decision making and ethical professional behaviour
- Completion of relevant paperwork, reports & timesheets within required timeframes.

- Ensure safe work practices are followed for activities including safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.

Core Responsibilities

- Delivery of a schedule of activities, programs, services and events designed to address the identified needs, interests, and challenges of the Aboriginal Women's Group.
- Identify resources for the local indigenous Women in Brewarrina to strengthen cultural connection and awareness
- Provide a productive platform that will enhance future service delivery in areas of Women's health and wellbeing.
- Provide a safe and respectful environment for the Women's Group community members.
- Contribute to the performance of the Brewarrina Local Aboriginal Land Council, by leading by example in your field of expertise, adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Brewarrina Land Council values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Brewarrina Local Aboriginal Land Council's WHS policies and procedures.
- The employee is required to undertake any other duties, projects or tasks as directed by the CEO and or delegated person, which are within their skills, competence and training.
- The employee is to comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

Essential Criteria

1. Minimum Certificate Level qualification and or equivalent experience.
2. Excellent communication skills with a demonstrated ability to engage people of all walks of life and or isolated groups/persons within the community.
3. Proven ability to work productively as a member of a team and contribute and drive team goals.
4. Ability to set and meet deadlines and appropriately prioritise work tasks.
5. Current C driver's licence
6. Working with Children Check
7. Current First Aid certificate or willingness to obtain

Desirable Criteria

8. Diploma in Community Services

Position Capabilities

CAPABILITY	CAPABILITY DESCRIPTION	LEVEL
Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience	INTERMEDIATE
Relationships	Be respectful, inclusive and collaborative in engaging with others	INTERMEDIATE
Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes	INTERMEDIATE
Resources	Be efficient, effective and compliant in the management and use of company resources and assets.	INTERMEDIATE

Date agreed:

Employee Name:

Employee Signature
