



<b>Role Title:</b>	Cultural Education /Engagement Officers Men's/ Women's	<b>Reports to:</b>	GM, Culture
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<b>Primary Location:</b>	Kalimna or Traralgon depending on candidate's location	<b>Employment Type:</b>	Fixed Term (2 years)
<b>Hours:</b>	Part-time to Full-time dependant on candidate	<b>People Leader:</b>	No
<b>Line of Business:</b>	Culture	<b>Job Level:</b>	Crew

GLaWAC considers that being of Gunaikurnai heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.)

**Role Purpose:** For their respective gender:

This role will support the GM Culture and GLaWAC to achieve the cultural strategy by delivering educationally focussed initiatives that increase awareness and embed cultural practices both within GLaWAC and to external partners.

This will be achieved through a focus on educational program development and delivery through project planning, training, coaching and mentoring. The Cultural Education /Engagement Officers will work with a broad range of stakeholders, across the community and educational organisations to understand the opportunities and deliver programs that will support and strengthen Gunaikurnai cultural practices.

#### Role Accountabilities

<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>Input to the design of educational programs in partnership with the GM Culture and other key internal and external stakeholders e.g the Gunaikurnai community, Elders, and educational organisations</li> <li>Deliver and support training, coaching and mentoring in areas such as Gunaikurnai language conversations to GLaWAC partners or through educational institutions e.g as a VCAL offering, to increase awareness and embed cultural practices</li> <li>Produce and implement detailed project plans</li> <li>Ability to support other areas of GLaWAC such as customer service</li> </ul>
<b>Foster Cultural Understanding with internal partners and community</b>	<ul style="list-style-type: none"> <li>Develop partnerships with community and organisations who support a cultural presence and the aspirations of Gunaikurnai people</li> <li>Provide cultural advice, knowledge and values to agencies and the education sector to ensure experience and skills are exchanged around best engagement practices</li> <li>Assist with the delivery of Cultural Awareness training and Cultural Inductions to contractors</li> <li>Strengthen community engagement with other Aboriginal corporations and cultural activities</li> <li>Provide support to the General Manager Culture</li> </ul>
<b>OH&amp;S</b>	<ul style="list-style-type: none"> <li>Undertake all work in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy</li> <li>Reinforce a Safety-First Culture</li> <li>Follow established OHS requirements</li> <li>Report any incidents or concerns to managers and through provided reporting mechanism.</li> </ul>

#### Specific Role Competencies

<b>Essential</b>	<ul style="list-style-type: none"> <li>GLaWAC considers that being of Gunaikurnai heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.)</li> <li>Cultural Awareness</li> <li>Computer literacy</li> <li>Demonstrated understanding of project management</li> <li>Well respected Gunaikurnai community member</li> <li>Confident communicator with strong interpersonal skills to engage community and other key stakeholders</li> </ul>
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**GLaWAC Values: Respect – Encourage – Service – Persistence – Empathy – Courage – Teamwork**

December 2020



	<ul style="list-style-type: none"> <li>• Ability to work across all teams to assist in educational programs and guiding cultural awareness across departments</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Training and Assessment</li> <li>• Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups</li> <li>• Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture</li> </ul>

### Core Leadership Capabilities

CAPABILITY	BEHAVIOUR
<b>Business Acumen</b>	<ul style="list-style-type: none"> <li>• Has a strong understanding of the business</li> <li>• Understands what GLaWAC does and how this applies to their role</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Understands the key business goals of GLaWAC and how they contribute to it in their role</li> </ul>
<b>Collaboration &amp; Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Builds and maintains strong relationships across the business and with partners</li> <li>• Works collaboratively with peers and other teams</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Tailors written and verbal communication to different audiences</li> <li>• Demonstrates active listening skills</li> <li>• Seeks clarification to build understanding of the other person's needs</li> <li>• Is able to express thoughts and articulate their ideas in a clear and concise manner (appropriate to the needs of the audience)</li> <li>• Effectively manages conflicts</li> </ul>
<b>Delivery Focus</b>	<ul style="list-style-type: none"> <li>• Always does what they say they will</li> <li>• Meets required deadlines with high quality output</li> <li>• Prioritises workload to achieve results and has the courage to ask for help if needed</li> <li>• Demonstrates the resilience to keep moving forward when faced with business challenges</li> </ul>
<b>Manages Self</b>	<ul style="list-style-type: none"> <li>• Is self-aware; knows personal strengths, weaknesses, opportunities and limits</li> <li>• Is cool under pressure, does not become defensive</li> <li>• Is open to and seeks feedback</li> <li>• Learns from mistakes</li> </ul>

### Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement)
- Current Victorian Manual Driver's Licence
- Police Check

### Other role requirements

- Remote travel may be required

### Key Relationships

#### Internal

- GM, On Country
- GM Culture
- Cultural Business Development Co-ordinator

#### External

- Gunaikurnai community
- Elders Council
- Various Training bodies and schools
- Various agencies and government bodies