



## JOB AND PERSON SPECIFICATION

<b>Position:</b>	Community Engagement Officer
<b>Reports To:</b>	Community Development Manager
<b>Award/Classification:</b>	SCHADS Level 2
<b>Employment Status:</b>	Full-time, permanent

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### **Kokatha vision**

Kokatha's vision is to improve the lives of Kokatha people. By building a strong economic base, the Kokatha group is providing long term independence for Kokatha people by providing employment, education and enterprises opportunities, career pathways and self-development for current and future generations.

### **Kokatha People**

The Kokatha People are the Traditional Owners of a large area of land in the northern region of South Australia, estimated to extend over 140,000 square kilometres. Traditionally the Kokatha people have been associated with the land that is to the north of Port Augusta, stretching from Lake Torrens in the east to the Gawler Ranges in the West. This includes the land surrounding BHP's Olympic Dam operation near Roxby Downs and the copper-gold project at Carrapateena.

### **Kokatha Aboriginal Corporation (KAC)**

The Kokatha People decided to form the Kokatha Aboriginal Corporation (KAC) in 2014 to be the Prescribed Body Corporate and to become the Registered Native Title Body Corporate for the determined areas pursuant to section 57(2) of the Native Title Act 1993 (Cth) and to hold on trust the native title rights and interests of the Common Law Holders. In 2021 KAC was appointed as the Recognised Aboriginal Representative Body (RARB) for its native title determination area under Part 2B of the Aboriginal Heritage Act 1988 (SA). As per the [KAC Rule Book](#), KAC exists to protect and manage the native title rights, cultural heritage, and interests of the Kokatha people to promote their social, economic and cultural wellbeing.

### **Primary Purpose of the Position**

The Community Engagement Officer will support and implement the planning and development of all Kokatha community engagement activities that occur throughout the year. This role requires an individual who is organised, attentive to detail, and understands Kokatha culture and protocols. The Community Engagement Officer will work within the Community Development Team and will be actively involved in helping plan other community events and activities in addition to the On-country camping experiences. They will also support the team with administrative tasks where necessary.

## **Job Description**

### **Community Engagement Activities**

- Provide high-quality coordination and support to enable people to safely enjoy community engagement activities and experiences on Kokatha lands and regional locations.
- Develop a range of culturally appropriate and innovative camp programs and On-country experiences.
- Coordinate the scheduling and administration of camp programs and other community engagement events, including:
  - organisation of Kokatha Knowledge Holders and KAC staff for required activities.
  - resources and logistics including transport, catering, facilities and accommodation
- Deliver welcome and safety briefings prior to all community engagement activities.
- Communication with internal and external stakeholders, including community engagement participants.
- Complete risk assessments for community engagement activities and events, and oversee all aspects of safety protocols, in collaboration with the Kokatha Safety & Wellbeing Coordinator.
- Mentor and provide support to Kokatha volunteers who participate in the Kokatha programs.
- Establish and maintain a database of Kokatha community members with appropriate safety clearances to participate in the On-country camp experiences.

### **Administration**

- Organise payments and travel allowance requests for participants in the On-country camps.
- Monitor community engagement activities in accordance with the allocated budget.
- Prepare written reports as required, including assist in the preparation, submission and acquittal of grant applications.
- Assist in the booking of accommodation and vehicles as required.
- Basic financial tasks, such as accounts payable and accounts receivable and financial record-keeping.
- Maintain updated registers and databases of contracts and projects.
- Assist in the planning and running of other events on the Community Development calendar.

## **Person Specification**

### **Essential**

- Experience in coordinating community engagement activities for a wide range of stakeholders.
- Proven ability to develop, implement, administer, monitor and document On-country programs.
- High-level problem solving and analytical skills, including the ability to prioritise and effectively manage workloads.
- Strong verbal and written communication skills, with the ability to communicate respectfully and effectively with internal and external stakeholders at various levels.
- Ability to identify and respond to WHS issues within community engagement programs.
- Personal qualities of motivation, with the ability to work independently and with minimal supervision.

### **Desirable**

- Experience in or knowledge of working with Aboriginal corporations or communities.

### **Licences & Clearances:**

- National police clearance, Working with Children Check and other clearances as required (essential).
- Current valid driver's licence (essential).
- Current First Aid, CPR, Anaphylaxis and Asthma certificates (or willing to obtain).