



<b>Position Title</b>	<b>Empowerment Officer</b>
<b>Location</b>	Goondiwindi Region
<b>Reports to</b>	Executive Director
<b>Department</b>	Workforce
<b>Direct Reports</b>	Nil
<b>Date of Approval</b>	12 October 2021

<p><i>About BNTAC and our capability</i></p>	<p>The Bigambul People are Traditional Owners with a determination area currently covering more than 17,000 square kilometres in Queensland’s South-West region. The Bigambul People gained formal recognition as Native Title Holders on 1 December 2012.</p> <p>The Bigambul Registered Native Title Aboriginal Corporation holds our native title rights and interest in trust, representing our People in all native title matters for the benefit of our wider community.</p> <p><i>Our Purpose is to preserve pride through cultural identity and see Bigambul people become resilient, strong and empowered through leadership, knowledge and education that encapsulates self-determination, economic prosperity and independence.</i></p> <p><i>This supports our Vision: to honour, identify and occupy Our continuous connection to country through Our Ancestors and with Our Elders so we can teach and grow Our future generations and lay the foundations for a sustainable and thriving Bigambul Nation.</i></p> <p>BNTAC’s priorities for our current strategic planning and action period (2018-2023) are reflected in our Key Result Areas (KRAs) that make up our current Strategic Plan (see attached):</p> <ol style="list-style-type: none"> <li>1) Maintain rigorous corporate governance practices that are culturally inclusive, accountable and transparent</li> <li>2) Invest in the preservation and advancement of historical and traditional lands, cultural knowledge and practices and promote Bigambul connection to country</li> <li>3) Leverage commercial opportunities to build the economic strength of the Bigambul people</li> <li>4) Build the skills and capacity of Bigambul people through expanded training opportunities</li> <li>5) Bolster and maintain BNTAC capabilities in moving toward self-sufficiency.</li> </ol>
<p><b>Economic Development &amp; Prosperity Strategy</b></p> <p><b>- Workforce Program</b></p>	<p>The fundamental aim is to increase training and employment outcomes and contribute to overall improvements in economic independence for Aboriginal people in our Determination Area.</p> <p>BNTAC workforce programs aim to implement a culturally tailored model of providing locally tailored and coordinated individualised employment &amp; training case management– whereby the central emphasis is on working with the strengths and aspirations of <i>Our People</i> to support and assist them in successfully attaining</p>

	their training and employment targets. This includes for young people post completion of high school and those currently disengaged from the workforce.
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<b>Job Purpose</b>	This position will be responsible for the delivery of employment case management services to support Bigambul peoples with work readiness, job placement and post-placement support, to achieve successful training access, skills development, employment take up and employment retention outcomes.
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<b>Role Responsibilities</b>	<p><b>Employment &amp; Training Access, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Support the ongoing development of a clear standards and protocols framework that will form the standard of practice in terms of Aboriginal training and employment in the region – and working with community to encourage them to meet the accreditation standards</li> <li>• Liaise with employers, labour hire companies, Job Active providers, training organisations and other stakeholders to identify upcoming training programs and job vacancies to support Bigambul people.</li> </ul> <p><b>Community Engagement, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Foster effective working relationships with both Aboriginal and non-Aboriginal community groups and networks</li> <li>• Further develop and maintain a local BNTAC database containing details of Bigambul adults and young people</li> </ul> <p><b>Operations &amp; Quality, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Comply with and contribute to continuous improvement of all BNTAC’s policies, procedures and processes.</li> <li>• Deliver a high level of customer service, including the timely provision of agreed services to clients and internal customers.</li> </ul> <p><i>Please note that the duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role. BNTAC reserves the right to vary the Position Description.</i></p>
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<b>Role Requirements</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Australian Aboriginal and Torres Strait Islander (identified position)</li> <li>• Criminal History Check</li> <li>• Current C Class Drivers Licence (Qld)</li> <li>• Ability to travel across region as required.</li> </ul> <p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Qualifications in Human Resources, Business or Community Development is desirable</li> <li>• Experience in Employment Services/Community Support work is desirable.</li> <li>• Providing assessment, case management and support services to Aboriginal &amp; Torres Strait Islander people</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of issues affecting Aboriginal and Torres Strait Islander people and a strong commitment to improving social outcomes</li> </ul>
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	<ul style="list-style-type: none"> <li>• An insight into the issues/challenges facing local people in securing employment and employment pathways</li> <li>• Interest in assisting Job Seekers to build skills and obtain sustainable employment</li> <li>• Relationship building skills to effectively reverse market Job Seekers to prospective employers</li> <li>• High level interpersonal communication skills with the ability to problem solve and negotiate positive outcomes</li> <li>• Excellent time management and organisational skills, attention to detail &amp; strong computer skills</li> <li>• Excellent attention to detail and strong computer skills</li> </ul>
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<p><b>How to Apply</b></p>	<p>Please ensure your application consists of the following:</p> <ul style="list-style-type: none"> <li>• A cover letter</li> <li>• Current CV</li> </ul> <p>Bigambul , Aboriginal and or Torres Strait Islander People are encourage to apply.</p> <p>If you have questions, please call 0427 408 713.</p> <p>Please email applications to <a href="mailto:info@engageandcreateconsulting.com.au">info@engageandcreateconsulting.com.au</a></p> <p>Closing date is Monday 1<sup>st</sup> November 2021.</p>
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