

Role Statement



CULTURAL CONSULTANT, ABORIGINAL ENGAGEMENT
CLASSIFICATION LEVEL: ASO 4

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business comprises seven directorates: Customer and Information Services, Investment Services, People and Performance, Commercial and Legal, Planning and Transport Policy, Enterprise Information Management and the Portfolio Management Office.

The People and Performance directorate focuses upon maximising employee engagement and performance across the Department.

Role Overview

The Cultural Consultant, Aboriginal Engagement is accountable to the Senior Cultural Consultant and Principal Cultural Adviser for:

- promoting the Department as an employer of choice to Aboriginal communities
- contributing to the promotion and implementation of strategies in the Department's Aboriginal Employment Strategy
- assist in providing specialist advice and assistance to managers and supervisors to promote and create culturally inclusive workplaces
- provide specialist services to the training, personnel development and retention of Aboriginal employees
- work in collaboration with the Aboriginal Engagement staff, identify, develop and implement new initiatives

Key Outcomes of the Role

The Senior Cultural Consultant, Aboriginal Engagement is required to undertake a wide range of activities which may include all or any of the following:

- a. Provide culturally competent support and advocacy on behalf of Aboriginal employees.

Directorate: People and Performance
Position Number:
ANZCO Code: 2244
Location: CBD
Knet: xxxxxx



Government of South Australia
Department of Planning,
Transport and Infrastructure

- b. Promote the Department as an employer of choice to education institutions, job network providers and Aboriginal communities.
- c. Contribute to the promotion and implementation strategies in the Department's Aboriginal Employment Strategy.
- d. Providing assistance to facilitate the effective implementation of cultural inclusion initiatives and Aboriginal Cultural Competence Training for all DPTI employees.
- e. Provide advice and assistance to Managers and Supervisors in the promotion and creation of culturally inclusive workplaces
- f. Provide support on the training and development of Aboriginal employees including:
- g. Support the retention of Aboriginal employees working in all divisions of DPTI.
- h. Develop and maintain a list of culturally appropriate service providers for Aboriginal employees as required.
- i. Provide administrative support services to the Senior Cultural Consultant and Principal Cultural Adviser in the administration of Aboriginal employment and reconciliation activities.
- j. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- k. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

- This position will be based in Adelaide CBD.
- Work outside of normal hours and intrastate travel involving overnight absences may be required
- A current Driver's Licence is essential

Qualifications / Licences

- a. Nil

Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”

- ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
 - d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
 - e. Understands and is responsive to customer needs and perspectives, and provides a professional positive experience while managing outcomes which respect DPTI's systems, processes, and policies.
 - f. Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with staff and stakeholders.
 - g. Demonstrates a quick ability to analyse complex projects, negotiate with stakeholders for recommended outcomes, and provides updated written reports in keeping with the Government's Strategic procedures and directions.
 - h. Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
 - i. Proven experience working with Aboriginal communities of South Australia which demonstrates sound knowledge and understanding of Aboriginal cultures and social norms.
 - j. Demonstrated knowledge of contemporary issues impacting on Aboriginal people and communities and proven experience in applying that knowledge to achieve constructive outcomes.

Delegate Approval

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Name

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Signature

Date: / /