

Aboriginal Workforce Officer

Department for Child Protection

OFFICIAL

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:

ASO5

DIRECTORATE:

People and Culture

REPORTS TO:

**Manager, Workforce Strategy and Organisational
Development**

FTE:

1.0

ROLES REPORTING TO THIS ROLE:

Nil

ABOUT THIS ROLE:

The Aboriginal Workforce Officer is a role within the Department for Child Protection (DCP) and is accountable to the Manager Workforce Strategy & Organisational Development for supporting the work of the Principal Aboriginal Workforce Consultant in the development, implementation and review of strategies, policies and processes that maximize the attraction, recruitment, retention and development of the department's Aboriginal workforce in line with organisational objectives, plans and strategies. The role will contribute to developing strategies to target recruitment for positions designated for Aboriginal employees and increase the representation of Aboriginal employees across roles at all levels of the organisation, and support in the development of programs and best practice strategies for recruiting and retaining Aboriginal people.

YOU WILL BE ADDING VALUE BY:

1. Contribute to the development, implementation and evaluation of organisational strategies, policies and programs to attract, recruit, retain and develop the department's Aboriginal workforce.
2. Coordinate the administration and recruitment of Aboriginal Traineeship and Cadetship programs including liaison with candidates, existing trainees and the training provider.
3. Support the development of cultural support and mentoring initiatives.
4. Facilitate the identification of roles suitable for a pool recruitment approach and the advertising and selection processes, to build a pool of applicants for suitable roles within the department (e.g. policy / project roles / support workers).
5. Identify culturally appropriate recruitment and selection opportunities for improvement and communicate all relevant changes where applicable.
6. Support the Principal Aboriginal Workforce Consultant and Aboriginal Practice Directorate to develop information sessions for the community to promote a range of employment opportunities within the department.
7. Provide sound advice to relevant stakeholders in matters pertaining to Aboriginal Employment.
8. Undertake projects and initiatives that aim to further our Aboriginal employment and workforce development strategies.
9. Support evaluation of the current Aboriginal Employment Strategy in 2022 and preparations for its successors.
10. Establish key relationships within the department to be able to identify future business needs relating to recruitment and retention of Aboriginal employees.
11. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
12. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.



Government of South Australia
Department for Child Protection

WHO YOU WILL WORK WITH:**Internal**

- Manager Workforce Strategy & Organisational Development (line manager)
- HR Directorate managers and staff
- Aboriginal Practice Directorate staff
- Management and staff (in particular Aboriginal staff) across the department
- Aboriginal Learning and Development Consultant and Aboriginal Facilitators of Learning

External

- Office of the Commissioner for Public Sector Employment
- Internal and External Training Providers
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QUALIFICATIONS**Essential:** Nil**Desirable:** A tertiary qualification in Human Resources or a related field.**YOUR CAPABILITIES:**

- High level interpersonal and communication skills and the ability to liaise and negotiate with a diverse range of people, including senior management, dealing with sensitive and complex human resource issues.
- Demonstrated ability to engage with Aboriginal staff, organisations and community and to develop and build effective working relationships/networks.
- High level of IT skills to develop briefing papers, presentations and formal documents.
- High level communication skills with demonstrated ability to communicate with a diverse range of internal and external stakeholders.
- Demonstrated high-level knowledge of human resources and recruitment and selection processes and practices, and a proven ability to apply best practice and culturally appropriate recruitment and selection practices with a sound understanding of the relevant legislative, industrial and policy settings.
- Ability to resolve conflict through the application of culturally sensitive approaches, situation clarification and acting impartially, and using influence, negotiation and persuasion skills to effectively mediate/facilitate to achieve positive outcomes.
- Proven experience in establishing and maintaining formal and informal networks and partnerships with Aboriginal and Torres Strait Islander people, their families and communities.
- Demonstrated knowledge and commitment to promoting and creating a culturally safe and inclusive work environment.
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OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, Workforce Strategy and Organisational Development.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out of hours work may be required.
- Some intra/interstate travel (including in small aircraft) may be required.
- A current Australian driver's licence and a willingness to drive is desirable.
- Pursuant to Section 56(2) of the *Equal Opportunity Act, 1984* only people of Aboriginal and Torres Strait Island Descent may apply for this role.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT AUGUST 2026



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Department for Child Protection