



## Position Description

Position title:	Aboriginal Specialist - identified position
Responsible to:	Manager, Business Development
Position type:	Full time permanent (36.75 hrs per week)
Salary range	\$ Negotiable depending on experience
Last updated:	December 2017

### Overview

The Aboriginal Specialist will be responsible for providing support, capacity building, organisational development and consultancy services to both the Aboriginal community housing sector and the community housing sector. The Specialist will also be responsible for project management of concurrent projects and co-ordinating the work of a variety of consultants.

The Aboriginal Specialist will be responsible to the Manager, Business Development for leading and participating in specific organisational development activities. This will include engaging Aboriginal organisations, boards and communities, and providing assistance to enable organisations to become registered under the National Regulatory System for Community Housing.

The Aboriginal Specialist will provide a wide range of good practice advice and workshops to support the Boards, management and staff of individual organisations, with the aim of building providers' capacity to develop and expand their businesses.

The Aboriginal Specialist will also develop information and policy documents as well as written progress and briefing documents.

Other roles will include project management, co-ordinating programs of work with external consultants and internal colleagues, and supporting Aboriginal cultural competency in mainstream housing organisations.

In addition, the Aboriginal Specialist is expected to make an effective contribution to the achievement of the organisation's broader objectives as an industry peak body.

### Work Environment

The NSW Federation of Housing Associations aims to promote a dynamic, challenging, collaborative, safe and supportive working environment, which enables staff to focus on the achievement of the

NSW Federation of Housing Associations inc  
ABN 86 488 945 663  
Suite 301, 64-76 Kippax Street, Surry Hills NSW 2010  
Telephone: (02) 9281 7144 Facsimile: (02) 9281 7603 Email: [nswfha@communityhousing.org.au](mailto:nswfha@communityhousing.org.au)  
[www.communityhousing.org.au](http://www.communityhousing.org.au)

organisation's intended outcomes. Individuals will be expected to manage their workload independently and work in partnership with others, both within and outside the organisation.

## Key Work Areas

The full range of work areas for the Aboriginal Specialist are listed below.

1. Organisational development
2. Project management
3. Policy analysis and development
4. Sector co-ordination

### **1. Organisational development**

- To provide practical support to Aboriginal and non-Aboriginal community housing providers to assist them to develop their organisation's capacity and grow their businesses
- To develop or adapt relevant resources to support organisational capacity
- To help prepare Aboriginal community housing providers to become registered under the National Regulatory System for Community Housing
- To deliver and support cultural competency in community housing organisations

### **2. Project Management**

- To develop, monitor and implement complex project plans
- To ensure the successful delivery of multiple projects, including managing budgets
- To manage external consultants and contractors
- To report on project progress to internal and external stakeholders

### **3. Policy analysis and development**

- Provide advice on specific policy and research matters
- To monitor policy and practice that impacts on Aboriginal community housing in NSW
- Review community housing policies and business models and develop alternatives for consideration
- Provide a wide range of good practice advice, information and resources to support the boards, management and staff of individual member organisations, with the aim of building providers' capacity to improve and expand their businesses
- Prepare briefing papers, good practice materials, e-bulletins, resource materials and written reports for publication

#### **4. Sector co-ordination**

- To develop, convene and resource forums of members to facilitate discussion of policy and program issues
- Provide advice to the Aboriginal community housing sector via the Housing Management Hotline service as required
- To facilitate Federation networks / communities of practice, including the Aboriginal staff network and regional partnerships of Aboriginal and non-Aboriginal community housing providers

#### **5. General Duties**

- Participate in the general activities of the organisation
- Work with colleagues to build a positive and collaborative workplace culture
- Work with colleagues to develop effective workplace communication practices
- Carry out other duties as requested by the CEO or Manager, Business Development

#### **Identified position**

This is an Aboriginal - identified position. Applicants must be of Aboriginal or Torres Strait Islander descent (pursuant to Section 14 (d) of the Anti-discrimination act.)

Employee's Signature

Date

Manager's Signature

Date

# Selection Criteria

## Essential

- Excellent project management and project leadership skills
- Excellent writing skills
- Demonstrated experience in engaging Aboriginal organisations
- Demonstrated experience in the provision of resources and advice to support organisations' business development
- Ability to manage contractors to ensure effective project delivery
- Excellent communication and presentational skills with the ability to engage stakeholders of all levels
- Knowledge and understanding of the cultural, social and economic needs of Aboriginal people in NSW
- Knowledge and understanding of the challenges and barriers that affect Aboriginal communities and organisations in NSW
- Ability to work independently and as part of a cross-functional team
- Ability to support the development of Aboriginal cultural competency in mainstream community housing organisations

## Desirable

- Knowledge and experience in any of the following fields - governance, housing management, asset management, or financial management
- Social or community housing experience or experience in a related field
- Understanding of the purpose of a member-based Association
- Experience of training delivery
- Knowledge of regulatory systems
- Strategy development
- Budget management
- Ability to input an Aboriginal perspective into mainstream or general housing policy