



**Worimi Local Aboriginal
Land Council**

APPLICATION PACK

Culture & Heritage Education Officer



VALUES STATEMENT

- We know our Aboriginal culture is a strong community based on strong family ties and this should be used for the development of cultural and personal pride and esteem
- We believe there are many aspects of our culture which are beneficial to living in harmony with all people and we believe these should be communicated and shared
- We believe it is of paramount importance that we regain and restore much of our culture, not to the exclusion of other cultures, but to give us the ability to connect to our past, be proud in our day, and be self-determinant in our future
- We believe in respect between people and we offer deep and abiding respect for the true Elders of our community
- We believe that the Worimi Local Aboriginal Council exists to assist and improve the situation of all Aboriginal people not just its members.
- We believe that despite the hardships and tragedies visited on us by outside people's we look towards the future with optimism and determination to guide our destiny
- While we consider restitution for past wrongs is a legitimate expectation - whether this be financial, political, or social restitution - we embrace all our fellow human beings with forgiveness and a desire to work together for the betterment of all
- We consider our financial success and sustainability is the means to provide the resources for the advancement of Aboriginal advocacy, community and culture. We do not consider that financial success is a true achievement if it is isolated from the betterment of our community.
- We believe it is the responsibility of Aboriginal people to be involved in the betterment of their own health, education, and profile in the Australian society and have the right to advocate

Thank you for your interest in the advertised position of **Culture & Heritage Education Officer**.

The application pack consists of the following documents:

1. How to Present your Application
 - Format for Resume
 - Format for Claim for Position
2. Interview and reference check
 - Before the interview
 - At the interview
 - After the interview
3. Conditions of appointment

Please note the deadline for application submission is **23 December 2016**.



1. How to Present your Application

- To apply for the position, send your Resume and Claim for the Position by email, post or in person to Worimi LALC by the due date: **23 December 2016**.
- When composing your Resume and Claim for Position, you must follow the format for these documents provided below. If you fail to do so, your application will be culled.

FORMAT FOR RESUME

Your resume will help the selection committee assess your general abilities in relation to the position based on your career to date. Please use the following format.

CONTACT DETAILS <i>(Add your name and full contact details including phone and email address)</i>	
1. SUMMARY	Summarise your career in one page showing how you progressed to where you are today
2. EDUCATION	<ul style="list-style-type: none"> • Indicate your schooling e.g. Year 10, Year 12; • List any TAFE or university studies you commenced or have completed since you left school or are currently undertaking, showing the institution, the name of the course or programme, the years you attended, and the credential you achieved or hope to achieve e.g. degree/diploma/certificate; • Give details of any subjects you studied that you believe have equipped you with skills relevant to the position you are applying for; • short courses you have attended;
3. EMPLOYMENT	<ul style="list-style-type: none"> • List your employment history in reverse chronology i.e. beginning with your most recent appointment, and including any previous employment with a Local Aboriginal Land Council; • For each job in which you were employed, give the job title, name of employer, dates, and a brief description of your functions and responsibilities; • In addition to jobs, include any projects you may have undertaken on a casual or contract basis; • Provide details of any special achievements you accomplished while in a particular job or undertaking a particular project, especially if you believe they are relevant to the position; • Do NOT include statements of duties, samples of work or lengthy descriptions of projects etc.
4. ENGAGEMENTS	Include the following, focussing on those engagements that you believe have given you skills, attributes, networks etc. relevant to the position you are applying for: <ul style="list-style-type: none"> • organisations you belong to; • boards and committees you serve or have served on; • community work you have done or are doing.



FORMAT FOR CLAIM FOR POSITION

Your Claim for Position will help the selection committee assess how well you meet the Selection Criteria. Please use the following format:

CLAIM FOR POSITION OF CULTURE & HERITAGE EDUCATION OFFICER <i>(Add your name and full contact details including phone and email address)</i>	
ESSENTIAL CRITERIA	
1. Effective leadership and management of the education and heritage programs and people.	
2. Knowledge of Aboriginal Culture & Heritage.	
3. Proficiency in the use of MS Office and the Internet	
4. Professionalism and strong work ethic, motivational and decision making skills	
5. Demonstrated adaptability and flexibility (be open to new ideas and concepts);	
6. Have high level written and oral communication skills	
7. Ability and confidence to present in a range of settings (outdoors, classroom, corporate etc);	
8. Excellent organizational/time management skills, attention to detail and commitment to completing work tasks	
9. Strong teamwork skills and the ability to develop good working relationships	
10. Have a positive attitude and energy and be prepared to work across business areas if required	



11. Willingness to adopt the values and deliver the vision of the Worimi LALC Board and the CEO	
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Additional Information
** Drivers licence is required. Travel will be involved and a car will be provided during working hours. (Start & Finish at Williamtown) ‣ Use of Private vehicles must be approved and will be reimbursed at a 'cents per kilometre' rate if ever required.

REFEREES
<i>Give the names of three people (one Aboriginal Referee) who can provide information on your employment and work performance relevant to your claim for this position.</i>
1. _____ Tel: _____
2. _____ Tel: _____
3. _____ Tel: _____



2. INTERVIEW AND REFERENCE CHECK

The interview will be conducted by a selection panel of which at least one will be male and one female. The members will include the CEO, two independent persons (i.e. someone not employed by Worimi LALC) and two Board members. Another person who the CEO believes can contribute to the selection process may also be included.

Before the interview

The panel will assess your application (*Resume* and *Claim for Position*) and rank it in comparison with the other applications.

At the interview

If your application is favourably assessed and ranked, you will be called for an interview where you will be invited to engage with the panel to discuss:

- A. Your general abilities in relation to the job, based on your career, education and engagements (as set out in your *Resume*);**
- B. Your attributes and abilities in relation to the selection criteria (as set out in your *Claim for Position*)**

NOTE: You will be free to tell the panel more about particular areas of your application, to ask questions about the position, and provide the panel with more information to help your application.

After the interview

The panel will rate the strengths and weaknesses of each applicant and prepare a short list. Referees will normally be contacted before a preferred candidate is recommended for appointment. If you have not included names of referees in your *Claim for Position*, you will be contacted to provide.

You will be advised in writing of the result normally within 2 weeks.

Unsuccessful candidates will be notified. If you are unsuccessful, you may wish to contact the convenor of the panel to discuss your performance in the interview.



3. CONDITIONS OF APPOINTMENT

- If your application is successful, a Worimi LALC representative will contact you and offer the position to you.
- If you accept the offer you may be required, before the appointment is confirmed, to provide proof of your identity and any other necessary relevant documentation, including certified educational records.
- Your consent will also be requested for a *Criminal Record* and *Working with Children* checks to be undertaken to confirm your suitability for the role and that you are not disqualified from being employed.

For More Information please contact:

Worimi Local Aboriginal Land Council
2163 Nelson Bay Rd, Williamtown NSW 2318, Australia
Tel: (02) 4033 8800