

COMMUNITY ENGAGEMENT OFFICER – WESTERN AUSTRALIA

CIRCA is seeking an experience, passionate and highly motivated Community Engagement Officer to join our growing team.

JOB DESCRIPTION

- Part time, 12 month position
- Remote position, based in Western Australia
- Small passionate team who works in a culturally sensitive way.

The ideal applicant will have an outstanding working ethic and communication skills, a proven ability to manage multiple projects simultaneously and work collaboratively within a team. This role will suit applicants with the ability to build and maintain positive relationships, have a culturally sensitive approach and embrace a fast pace-environment.

At CIRCA, we provide our employees with excellent working conditions, a modern, respectful, collaborative culture, ongoing support, and a family-friendly environment accommodating a range of personal circumstances.

This is an identified role, open only to Aboriginal or Torres Strait Islander applicants.

ABOUT CIRCA

www.circaresearch.com.au

The Cultural and Indigenous Research Centre Australian (CIRCA) was established in 2000 and is an industry leader in research & evaluation with Aboriginal and Torres Strait Islander and CALD communities and a specialist in the application of culturally sensitive approaches.

Together with our extensive national team of highly skilled bilingual and Aboriginal and Torres Strait Islander research consultants, we deliver high quality research and evaluation projects within the Government and private sector. Our long relationship with communities and our sensitivity to diverse community needs, means we have the trust and respect of the people we work with.

Our rigorous and culturally sensitive research methodology centres on fruitful community consultation. We ensure a diversity of community voices are heard and are committed to culturally specific research methods based on mutual respect and cooperation.

ABOUT THE ROLE

The Community Engagement Officer role is part-time, 12 month position based in Western Australia. Reporting to the Director of Research and Evaluation, the Community Engagement Officer will engage with diverse Aboriginal and Torres Strait Islander communities across Western Australia to deliver research and evaluation projects for our clients.

The Community Engagement Officer position entails:

- Working in a dynamic, client-focused team, committed to best practice when working with Aboriginal and Torres Strait Islander and culturally and linguistically diverse (CALD) communities
- Building and maintaining strong relationships with Aboriginal and Torres Strait Islander community representatives and stakeholders across Western Australia to support the successful delivery of research and evaluation projects across the state
- Applying knowledge of program evaluation and research as well as knowledge of and experience working with diverse Aboriginal and Torres Strait Islander communities across Western Australia to the task of engaging with community
- Successfully project-managing the development and implementation of community and stakeholder engagement activities specific to projects so that they are delivered on time and on budget
- Developing, implementing and reporting on best practice engagement strategies to engage a range of different communities and key stakeholders on key policy areas
- Managing projects and tasks concurrently within deadlines
- Travel across Western Australia

SELECTION CRITERIA

To be successful for this role, you will need to demonstrate your skills and experience to meet the following essential criteria.

- At least 3 years' employment experience working to engage different Aboriginal and Torres Strait Islander communities across Western Australia
- Superior understanding of Aboriginal community structures and organisations in Western Australia and their roles and functions
- Ability to develop and sustain strong relationships with clients, Aboriginal and Torres Strait Islander stakeholders, Aboriginal communities, and with other stakeholders
- An understanding of social research or program evaluation and an ability to effectively talk about methods and findings with lay audiences (particularly lay Aboriginal and Torres Strait Islander audiences across Western Australia)
- History of successful project planning and project management, and the ability to work collaboratively in a team, as well as manage several projects and tasks concurrently within deadlines
- Excellent cross-cultural interpersonal skills (ability to communicate and work with a broad range of people from a variety of backgrounds and experiences)
- Ability to work remotely, independently
- Excellent verbal, written, and presentation skills
- Very strong organisational skills
- Availability to travel extensively within Western Australia, as required
- Availability to travel within Australia occasionally, as required

- Strong competency in all Microsoft Office applications, particularly Excel, Word, PowerPoint

HOW TO APPLY

Your application should include **three documents, 1. Cover Letter, 2. Responses to Selection Criteria, 3. CV.**

Please email your application documents to Jess Willis: jess@culper.com.au

1. Read the Position Description and Selection Criteria (above information).
2. Your application should include a **cover letter, a resume (CV)** and an **additional document addressing the selection essential criteria.**

The covering letter needs to include:

- The position you are applying for; and
- Your current contact details.

Your resume should detail:

- Your employment history, including dates and a brief statement of duties for previous roles.
- Your education history.

Your additional document should clearly explain:

- How your skills and experience meet each listed criteria.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please send written applications to Jess Willis, jess@culper.com.au

Applicants who do not address the selection criteria will not be considered.

**If you have any questions, please contact Lena Etuk Director, Research and Evaluation,
lana@circaresearch.com.au 02 8585 1330**

This position will be open until it has been filled, but preference will be given to applications received by 11th February 2024.