

ROLE DESCRIPTION

Aboriginal Elder/Mentor

Cluster	Stronger Communities	
Department	Department of Communities and Justice	
Division/Branch/Unit	Corrective Services NSW (CSNSW)	
Location	Various	
Classification/Grade/Band	Clerk Grade 5/6	
Role Number	Various	
ANZSCO Code	224912	
PCAT Code	1119192	
Date of Approval	21 January 2019	Ref: CS 0008
Agency Website	www.dcj.nsw.gov.au	

Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

Primary purpose of the role

Provide specialist, culturally-specific advice on the development and delivery of Aboriginal programs and encourages offender participation in these programs and all programs endorsed by Corrective Services NSW (CSNSW).

Assist in developing and maintaining lines of communication with rural communities, government and non-government organisations, local communities and landholders regarding issues associated with offending behaviour.

Key accountabilities

- Assist with crisis situations of Aboriginal offenders, the organisation of cultural activities and mediation between CSNSW, the Aboriginal community and Aboriginal offenders as directed by the manager.
- Provide cultural, spiritual, emotional and rehabilitative support and development to offenders on a regular basis.
- Establish and promote positive working relationships between Aboriginal communities, and the department to assist in addressing the offending behaviour of offenders, particularly Aboriginal offenders.

- Provide advice in respect of the development of post release strategies by offenders and in developing appropriate support programs and networks within local communities
- Liaise with local and regional communities, government, professional and business organisations in order to identify work, education and training opportunities and broaden the community base of rehabilitative support networks for offenders.
- Encourage their active participation and involvement in the programs, both internal and external to the Centre.
- Establish and maintain positive communication links with Aboriginal and non-Aboriginal community, broader communities including Aboriginal and non-Aboriginal, government and non-government organisations, to promote the department.

Key challenges

- Establishing local and regional networks, support programs and family and community involvement in the management of offenders.
- Assisting CSNSW in reducing the over-representation of Aboriginal offenders within the correctional environment.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Coordinate tasks, escalate issues and report progress • For guidance and direction
Staff / Work Team	<ul style="list-style-type: none"> • Work as a collaborative team member
External	
Other NSW government and non-government organisations	<ul style="list-style-type: none"> • For exchanging pertinent information. • Promoting the centre program
Aboriginal community agencies	<ul style="list-style-type: none"> • Coordinate supply of services to CSNSW • Resolve or escalate issues
Local Aboriginal communities	<ul style="list-style-type: none"> • Develop positive and cooperative relationships

Role dimensions

Decision making

The Aboriginal Mentor operates in a unique area within CSNSW in advising and liaising on traditional culture and the relationship of the people to the land, river, land care, flora and fauna. The advice by the Aboriginal Mentor may contribute to the management decision making process.

Reporting line

The role reports to the Manager/Manager Offender Services and Programs.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- This role is open only to Aboriginal and/or Torres Strait Islander persons who are culturally aware and responsive to the needs of Aboriginal people and communities.

Where a position is identified, an applicant's race is a genuine occupational qualification and authorised by Section 14(d) of the Anti-Discrimination Act 1977.

Documented verification of Aboriginality will be required. The division will accept proof of Aboriginality confirming the following:

- 1 You are an aboriginal person of Aboriginal descent;
- 2 You identify as being Aboriginal; and
- 3 You are accepted as such by the community in which you live

An acceptable form of documented verification is a "Confirmation of Aboriginality" letter, provided to you by a local Aboriginal organisation that includes a common seal from that organisation.

- Current unrestricted driver license and preparedness to drive a vehicle in the course of performing the role.
- L class drivers licence (where applicable)

Appointments are subject to reference checks. Some roles may also require the following checks/clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for



roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.



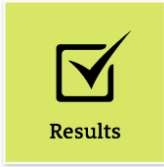

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	Act with Integrity	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour 	Adept
 <p>Relationships</p>	Communicate Effectively	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly 	Intermediate





FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Relationships</p>	Work Collaboratively	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work 	Adept
 <p>Results</p>	Deliver Results	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required 	Intermediate
 <p>Results</p>	Think and Solve Problems	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit 	Intermediate
 <p>Business Enablers</p>	Technology	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role is not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability Group/Sets	Capability Name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective project planning, coordination and control methods	Foundational