Position Description	**Indigenous Employment Support Project Officer (Identified)**
Reports to	Indigenous Employment Strategy Coordinator
Direct Reports	N/A
Employment Status	Full-Time
Compliance Requirements	Reference checks and compliance with BDCS child safety requirements
Effective Date	2026

Position Statement

The Indigenous Employment Strategy (IES) Project Officer provides operational support for the delivery of BDCS's Indigenous Employment Strategy. Working under the direction of the IES Coordinator, the role supports initiatives to recruit, retain and develop a First Nations workforce through culturally safe employment and career development activities. The position works with participants, employees, managers, community partners and service providers to coordinate recruitment, mentoring, training and support programs, while contributing to participant engagement, reporting and continuous improvement.

Team Charter

To provide a safe, nurturing, and stimulating environment where children thrive, families feel supported, and staff collaborate effectively to deliver the organisation's mission, vision, and values.

Values in Action

At BDCS our workforce demonstrates our values through our behaviours, decision-making, and service delivery. Alignment with organisational values is considered as part of performance development, teamwork expectations, and leadership accountability.

Our core values are:

- **Child** – Placing children at the centre of everything we do and prioritising their safety, wellbeing, and development.
- **Family** – Honouring and supporting the vital role families play in children's lives.
- **Community** – Building strong partnerships and connections within the communities we serve.
- **Safe** – Creating environments that are culturally, emotionally, and physically safe for children, families, and staff.
- **Respect** – Fostering respectful relationships and inclusive practices in all interactions.
- **Inclusive** – Valuing diversity and promoting a strong sense of connection and belonging.
- **Proud** – Celebrating culture, identity, achievements, and the strengths of our communities.

Demonstrating these values is an essential component of performance, teamwork, and professional accountability at BDCS.

Personal Behavioral Competencies

Team members are expected to demonstrate behaviors that reflect BDCS values and support effective program delivery.

- Integrity & Professional Conduct - Act honestly, humbly and respectfully, and uphold the BDCS Code of Conduct and organisational values.
- Ownership & Accountability - Take responsibility for agreed duties, meet commitments, accept direction and respond constructively to feedback.
- Collaboration & Relationships - Build positive relationships and communicate professionally with participants, colleagues, managers, community members and external stakeholders.
- Initiative & Improvement - Contribute practical ideas that improve service delivery, participant outcomes and program objectives.
- Flexibility & Resilience - Respond effectively to changing priorities, participant needs and operational requirements.
- Cultural Safety & Inclusion - Support culturally safe practices and an inclusive environment that respects Aboriginal and Torres Strait Islander peoples, cultures and communities.
- Safety & Wellbeing - Follow workplace health and safety procedures, identify risks and contribute to a safe and supportive environment.

Demonstration of these competencies forms part of individual performance and accountability expectations at BDCS.

Key Responsibilities

- Provide administrative, operational and project support to the Indigenous Employment Strategy Coordinator.
- Support the delivery of the Indigenous Employment Strategy across BDCS services and programs in line with agreed objectives, work plans and timelines.
- Assist with recruitment, onboarding, retention and career development activities for First Nations employees.
- Coordinate Steering Committee, working group and stakeholder meetings, including scheduling, agendas, minutes, action tracking and document distribution.
- Develop, implement and monitor participant support plans and maintain effective case management records.
- Provide one-on-one support to job seekers, participants and employees to identify and address personal, cultural, social and practical barriers to employment, training and workplace participation.
- Liaise with internal teams, training providers, community organisations and other stakeholders to facilitate access to employment, education, training and support services.
- Maintain accurate participant records, case notes, program data, and documentation for reporting, compliance, and continuous improvement.
- Promote BDCS employment and career pathways through community engagement, school-based programs, careers events and other promotional opportunities.
- Contribute to culturally safe and inclusive workplace practices supporting recruitment, retention, wellbeing and career progression.
- Undertake other duties as directed from time to time.

Performance & Accountability – 90-day Sprints

A 90-Day Sprint is a focused, time-bound period for achieving key goals linked to the role's inherent requirements. Each quarter, the employee and manager will set, track and review realistic objectives, workloads and progress collaboratively.

Achieve positive employment and career development outcomes for IES participants.
Deliver culturally safe, responsive and effective participant support services.
Maintain accurate and timely records, reports, and program documentation.
Contribute to successful delivery of IES activities, projects and events.
Build and maintain positive relationships with participants, communities, and stakeholders.
Promote culturally safe and inclusive practices across BDCS.

Qualifications/Competencies/Skills/Experience

Desirable skills and attributes

Experience in community engagement, support services, education, or employment programs.
Experience working in or with Indigenous communities.
Strong organisational skills, including the ability to manage multiple priorities and meet deadlines.
Strong written and verbal communication skills.
Understanding of culturally safe practices and Indigenous employment support frameworks.
Ability to maintain accurate case notes, participant records, and program documentation.
Ability to work respectfully with participants, employees, managers, communities, and external stakeholders.

Authorisation of Use of Document

Employee's Name:		**Signature:**		**Date:**	
Leader's Name:		**Signature:**		**Date:**	

This Position Description reflects the position at the present time only and may be updated to suit the needs of the organisation from time to time. Please refer to your employment contract for reference.