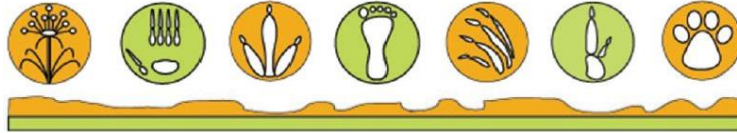


# BARKLY REGIONAL COUNCIL



## Cultural Advisor (ACA001)

### 1. Position Objectives

*Aboriginal Identified Position as per section 35A of the Anti-Discrimination Act 1992 (NT).*

The BRC Regional Cultural Advisor serves as a key resource in fostering understanding, respect, and inclusion of Indigenous cultures, histories, and perspectives across the Barkly.

This role supports the organisation in creating culturally safe and inclusive practices, building relationships with Indigenous communities, and promoting reconciliation.

One of the key functions of the position is to support the development, integration and monitoring of a registered reconciliation action plan for BRC.

*The responsibilities of this role may require you to work weekday evenings and weekends on occasions.*

*The position you to be able to travel to and remote communities across the Barkly Regional Council area, with occasional overnight stays as necessary.*

### 2. Our Vision, Purpose and Values

#### VISION

"We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

#### PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

#### VALUES

<b>I</b> ntegrity:	Upholding honesty and transparency in everything we do.
<b>D</b> iversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
<b>E</b> mpathy:	Understanding and valuing the needs and experiences of others.
<b>A</b> ccountability:	Taking ownership of our actions through commitment to BRC and our communities.
<b>S</b> ervice:	Dedicating ourselves to excellence, putting people first, and creating a positive impact.

### 3. Key Responsibilities

#### Cultural Advising and Education

- Provide guidance on Indigenous cultural practices, protocols, and perspectives.
- Deliver cultural awareness training to employees, leadership, and stakeholders.
- Support the organisation in developing, integrating and monitoring a registered reconciliation action plan.

## Community Engagement

- Build and maintain respectful relationships with local Indigenous communities, Elders, and knowledge keepers.
- Act as a liaison between the organisation and Indigenous communities to foster collaboration and mutual understanding.
- Support the development and implementation of community engagement strategies.

## Policy and Program Development

- Advise on the development of culturally appropriate policies, programs, and initiatives.
- Develop and implement a cultural induction program for new employees.
- Provide recommendations to address barriers to inclusion and participation for Indigenous peoples.

## Support and Advocacy

- Offer guidance and support to Indigenous employees, clients, and community members.
- Advocate for the recognition and celebration of Indigenous cultures, languages, and histories within the organisation.
- Assist in identifying and addressing employment opportunities in collaboration with key stakeholders.

## Event Planning and Participation

- Coordinate and participate in cultural events, ceremonies, and observances.
- Facilitate the inclusion of Indigenous cultural practices in organisational events and activities.

## Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

## 4. Key Accountabilities

- **Values alignment.** Must demonstrate and authentically promote Council's values.
- Provide guidance on Indigenous cultural practices and deliver cultural awareness training.
- Build relationships with Indigenous communities and support community engagement strategies.
- Advise on developing culturally appropriate policies and programs, and implement cultural induction.
- Support and advocate for Indigenous employees, promote cultural recognition, and assist with employment opportunities.

- Contribute to the successful implementation and fulfillment of the Regional Plan's objectives.

## 5. Core Competencies

- Cultural Sensitivity
- Relationship Building
- Advocacy and Influence
- Strategic Thinking
- Program and Policy Development

## 6. Organisational Relationship

<b>Position Title:</b>	Cultural Advisor (ACA001)
<b>Reports to:</b>	Chief Executive Officer (CEO001)
<b>Department:</b>	Office of the CEO
<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	Chief Executive Officer Chief Financial Officer Chief Operational Officer Director of Community Services Director of Infrastructure/Fleet Other Council Staff
<b>External Liaison:</b>	Community Elders Local Authority Members State and Territory Government External Aboriginal Organisations Rate Payers, Residents, and Visitors

## 7. Knowledge and Skills

### Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

### Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

#### Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

#### Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

### 8. Essential Criteria – Qualifications, Skills, and Experience

1. Strong knowledge of Indigenous cultures, histories, protocols, and contemporary issues for the Barkly region.
2. Lived experience and/or strong connection with Indigenous communities.
3. Excellent communication and interpersonal skills, with the ability to engage effectively with diverse audiences.
4. Experience in community engagement, cultural advising, or a related field.
5. Ability to work collaboratively and respectfully with the executive team, Indigenous Elders, knowledge keepers, and communities.

### 9. Desirable Criteria – Qualifications, Skills, and Experience

1. Post-secondary education in Indigenous Studies, Social Sciences, Community Development, or a related field (or equivalent experience).
2. Proficiency in an Indigenous language is an asset.
3. Experience in delivering training or workshops.

### 10. Wages and Allowances

<b>Classification:</b>	Level 9 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
<b>Status:</b>	Full-Time Permanent (38 hours per week)
<b>Annual Salary:</b>	\$91,220.34 per annum (\$3,508.47 gross per fortnight)
<b>Zone Allowance:</b>	Tennant Creek Zone Allowance \$1.8900 per ordinary hour
<b>Superannuation</b>	12%

## 11. Compliance, Training and Development

### Mandatory

- Driver's Licence
- National Criminal History Check
- Working with Children Clearance  
(Ochre Card – Northern Territory)

### Desirable

- Four-Wheel Drive (4WD) Training
- Corporate Induction
- Site Induction – Tennant Creek Office
- Work Health and Safety (WHS) Induction

## 12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

  
Chris Kelly  
Chief Executive Officer

7 / 7 / 2025  
Date

## 13. Acceptance

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date