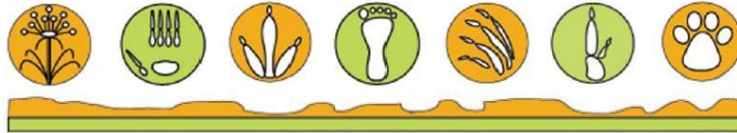


# BARKLY REGIONAL COUNCIL



## Cultural Advisor (Full-Time – Fixed-Term)

### 1. Position Objectives

The position of 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 Barkly Regional Council.

*It is a requirement of this position that the position holder be willing and able to travel and work in remote communities located within the Barkly Regional Council area, and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.*

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

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

### 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>Integrity:</b>      | Upholding honesty and transparency in everything we do.  |
| <b>Diversity:</b>      | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| <b>Empathy:</b>        | Understanding and valuing the needs and experiences of others.                                 |
| <b>Accountability:</b> | Taking ownership of our actions through commitment to BRC and our communities.                 |
| <b>Service:</b>        | 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, helping them to understand Barkly Regional Council workplace expectations, policies, asset care, timeframes, key systems (such as payroll, incident reporting, etc) and training requirements.
- 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 Duties**

- You will be required to perform your duties 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**

- 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.

- Demonstrates and actively promotes Council’s values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

## 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
<b>Reports to:</b>	Chief Executive Officer
<b>Department:</b>	Office of the CEO
<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	Chief Executive Officer Chief Financial Officer Chief Operating Officer Director of Community Services Director of Infrastructure/Fleet Other Council Staff
<b>External Liaison:</b>	Community Elders Local Authority Members External Aboriginal Organisations Governments and Non-Government Departments, Organisations and Representatives Ratepayers, Residents, and Visitors

## 7. Salary and Other Benefits

<b>Classification:</b>	Level 4 – <i>Barkly Regional Council Enterprise Agreement 2024 (EA)</i>
<b>EA Level 4.1 Salary:</b>	\$69,616.15 per annum (\$35.23 per hour)
<b>EA Above Payment:</b>	\$30,789.49 annualised (\$15.58 per hour)
<b>Status:</b>	Full-Time Fixed Term (38 hours per week)
<b>Funding End Date:</b>	30 November 2028
<b>Superannuation:</b>	12%
<b>Roster:</b>	The Supervisor will set a roster that is no more than 38 hours within a given week and/or 7.6 hours within a given day. The roster will be, within the span of ordinary hours of work, currently 6:00 am to 6:00 pm, Monday to Friday.

**Roster Flexibility:** Employees may be rostered on varying days and hours to meet operational requirements, provide service continuity, and ensure adequate workforce coverage. Roster changes will be managed in accordance with applicable employment conditions and consultation requirements.

## 8. Knowledge and Skills

Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- Excellent time management and organisational skills.
- Ability to work within a team environment while also achieving results independently.
- Ability to manage multiple tasks effectively, with flexibility in a changing work environment.

Interpersonal:

- Willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to meet tight deadlines and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues, use initiative to identify and propose effective solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties:

- Provide courteous and timely attention to requests for information.
- Demonstrate a positive, proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

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

1. Experience in community engagement, cultural advising, or a related field.
2. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
3. Ability to work collaboratively and respectfully with the executive team, Indigenous Elders, knowledge keepers, and communities.
4. Lived experience and/or strong connection with Indigenous communities.

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

1. Proficiency in an Indigenous language.
2. Experience in delivering training or workshops.
3. Previous experience working in Local Government.

## 11. Compliance, Training and Development

### Mandatory

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

### Desirable

- Post-secondary education in Indigenous Studies, Social Sciences, Community Development, or a related field (or equivalent experience).
- VTP414 4WD Operations on Unsealed Roads Course
- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction Training
- Respect @ Work - Prevention of Sexual Harassment in the Workplace Training
- Prevention of Workplace Bullying and Harassment Induction Training

## 12. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

- This role is classified as **Light Work**, involving regular physical activity, community engagement, and operational duties within a dynamic and often unpredictable environment.
- This role involves minimal manual handling tasks, including occasional lifting and carrying of light equipment.
- Manual lifting is generally up to 20kg, with infrequent handling at this level.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
  - Drive for extended periods;
  - Frequently enter and exit vehicles;
  - Walk short distances within the community;
  - Engage with community members and respond to situations as they arise;
  - Work evening and night shifts in outdoor environments.

Inherent Physical Requirements:

- Ability to sit for extended periods.
- Ability to stand and walk intermittently throughout the workday.
- Ability to travel to and work in remote communities.
- Ability to work in both office and community environments.
- Ability to undertake occasional lifting and carrying of materials.

- Ability to bend, reach, and perform light physical tasks as required.
- Ability to manage competing priorities and meet deadlines in a dynamic work environment.
- Ability to communicate effectively and engage with diverse stakeholders in sometimes complex or sensitive situations.

Physical Requirements of Job Role							
Job Role	Cultural Advisor						
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing			X				
Sitting					X		
Forward Reaching				X			
Neck flexion / extension / rotation				X			
Reaching above shoulder height		X					
Stooping & bending forward from standing position			X				
Kneeling / squatting	X						
Trunk rotation				X			
Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform		X					
Walking				X			
Walking over uneven surfaces			X				
Ladder climbing		X					
Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting		X					
Bilateral carrying		X					
Lifting with weight away from body <10kg			X				
Lifting with weight away from body >10kg	X						
Lowering a vertical distance > 25cm from waist to floor		X					
Lowering a vertical distance > 25cm from waist to shoulder height	X						
Lifting 0kg - 4.5kg			X				
Lifting 4.5kg - 9kg		X					
Lifting 9kg - 22kg	X						
Lifting 22kg - 45kg	X						
Lifting 45kg+	X						
Handling unstable objects	X						
Carrying		X					
Pushing / pulling		X					
Sustained / repetitive hand grip		X					

Tool use		X					
Exposure to vibration		X					

**13. Certification**

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

\_\_\_\_\_  
 Peter Harder  
**Chief Executive Officer**

02 / 07 / 2026  
 \_\_\_\_\_  
 Date

**14. Acceptance**

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

\_\_\_\_\_  
 Signature

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