



# Senior Engagement Officer

## Position Description

<b>Position Title</b>	Senior Engagement Officer
<b>Business Unit</b>	Strategic Engagement
<b>Employment Type</b>	Fulltime
<b>Reports To</b>	Director, Strategic Engagement
<b>Direct Reports</b>	Nil
<b>Location</b>	Ground Floor, 103 Northbourne Avenue, Turner ACT 2612

***Aboriginal and Torres Strait Islander people are encouraged to apply for this opportunity (under section 51 of the Equal Opportunity Act 1984)***

## About Us

[Gayaa Dhuwi \(Proud Spirit\) Australia](#) is the national peak body for Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health, and suicide prevention. As a community-controlled organisation, it is governed and controlled by Aboriginal and Torres Strait Islander experts and peak bodies, working in these areas to promote collective excellence in mental health care.

Established in 2020, on the back of extensive work of the National Aboriginal and Torres Strait Islander Leadership in Mental Health, our work is guided by the tenets of the Gayaa Dhuwi (Proud Spirit) Declaration.

Gayaa Dhuwi works with its members, networks, and partners to achieve the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander peoples.

Our membership includes Australian Indigenous Doctors Association, Australian Indigenous Psychologists Association, Indigenous Allied Health Australia, and the National Aboriginal Community Controlled Health Organisation. These Aboriginal and Torres Strait Islander peak bodies collectively represent nearly 300 organisations and more than 2,000 individuals.

Through our Councils and Collaborative Networks, we promote collective excellence by enabling Gayaa Dhuwi to be an inclusive, representative voice, leader, and advocate for system-wide change.

## Our Team

Working on-site at our Canberra office, you will enjoy working within a small but dedicated and high performing team who are committed to delivering impactful change and meaningful health and wellbeing outcomes for Aboriginal and Torres Strait Islander people. You will appreciate working in a culturally safe, inclusive, harmonious, and highly collaborative environment at Gayaa Dhuwi, which incorporates Indigenous Knowledges, cultural values, and ways of working within policy, strategy,



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governance, and business operations. You will share our excitement at being an integral part of building an enduring and influential national Aboriginal and Torres Strait Islander peak body.

### About the Role

The Senior Engagement Officer focuses on creating genuine partnerships and working together with our stakeholders. You will be responsible for communicating the work of Gayaa Dhuwi, ensuring that everyone is informed about our organisation's efforts. You will enable stakeholders to understand and support our goals, making sure we're all moving together in the same direction to achieve the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander peoples.

### About You

We are seeking motivated and committed people with:

- Experience working with Aboriginal and Torres Strait Islander peoples and communities and within the not-for-profit sector.
- Tertiary qualifications in health and/or relevant professional experience.
- Demonstrated relevant experience developing and implementing strategies that produce tangible and measurable outcomes.
- Demonstrated high level organisational and time management skills, with proven ability to work under pressure.

### Key Responsibilities

1. **Stakeholder Engagement:** Build and maintain strong working relationships with our stakeholders. Drive collaborative efforts on initiatives and projects that align with the organisation's vision.
2. **Project Management:** Lead the planning, execution, and reporting of projects, ensuring alignment with organisational goals. This includes managing project timelines, resources, and stakeholder engagement, while also monitoring progress and implementing adjustments as necessary to achieve project outcomes.
3. **Research and Analysis:** Evaluate engagement strategies to determine their success in engaging and positively impacting Aboriginal and Torres Strait Islander communities. Conduct research to gain insights and inform recommendations to improve the reach of engagement strategies.
4. **Documentation and Reporting:** Provide a wide range of documentation, including minutes, reports, briefs, and presentations, to support project work. Ensure all documentation is clear, concise, and culturally appropriate.
5. **Community Engagement:** Engage with Aboriginal and Torres Strait Islander communities advocate for their needs, perspectives, and aspirations. Ensure that these insights are central to the development and implementation of projects and initiatives.



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6. **Secretariat Support:** Provide secretariat support to the councils and collaborative networks, including meeting coordination, agenda preparation, minute-taking, and follow-up on action items.
7. **Communication:** Develop and maintain effective communication with all stakeholders and ensure messages support the organisation's vision and values which is delivered in a manner that is both accessible and respectful.
8. Other duties as required.

### Required Outcomes

<b>Leadership and Accountability</b>	Offers specialist expertise and advice, ensures compliance with all relevant frameworks, sets priorities, fosters team unity, drives strategic and innovative initiatives, and evaluates risk management effectiveness.
<b>Job Context and Environment</b>	Possesses comprehensive understanding of organisational roles and impacts, stays alert to strategic changes affecting work objectives, and maintains performance insight within policy contexts.
<b>Independence and Decision Making</b>	Operates independently, making complex decisions with minimal revision needed, applies expert judgment in governance, and addresses significant work area impacts with strategic problem-solving.
<b>Stakeholder Management</b>	Leads in cultivating stakeholder relationships to meet organisational goals, anticipates stakeholder needs, supports through changes, and represents the organisation in broader forums.
<b>Management Diversity and Span</b>	Supervises and ensures high-quality team output, engages in strategic work planning, manages resources efficiently, and focuses on developing team expertise and capacity.

*Responsibilities and capabilities are aligned with the [APS work level standards](#).*

### Benefits

- Competitive salary package, which includes superannuation, four weeks annual leave with leave loading, salary sacrificing options, and a mobile phone allowance.
- Flexible working arrangements of working from home two days per week and the office three days per week.
- Professional development support and mentoring from the CEO and executive leadership team.

### Additional Notes

- Work outside of the normal hours of duty may be required which will be compensated through the accrual of TOIL and flexible working agreement.
- Employment will be subject to a Criminal History Check and Working with Vulnerable People Check.
- Travel to other parts of Australia may be required from time to time.