

# POSITION DESCRIPTION



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| <b>Position</b>             | Community Liaison and Driver/Yard Maintenance Support |
| <b>Level/Classification</b> | H0505   |
| <b>Reports to</b>           | Ellison Professor Yawardani Jan-ga                    |
| <b>Unit</b>                 | Ngangk Yira Institute for Change                      |
| <b>Directorate</b>          | Research and Innovation                               |
| <b>Positions Supervised</b> | Nil   |

## Position Purpose

The Community Liaison and Driver/Yard Maintenance Support position has been established to provide a high level, of expert cultural knowledge and support to the Yawardani Jan-ga Equine Assisted Learning Program to the Kimberley community.

The Yawardani Jan-ga EAL Program requires an experienced member with cultural knowledge to navigate the success of the program, through establishing positive relationships within the community. The position will present a variety of activities with strong focus on ensuring community members are fully informed of all the program aspects and involved in check in and liaison around individual participants and promoting the program into the wider community.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

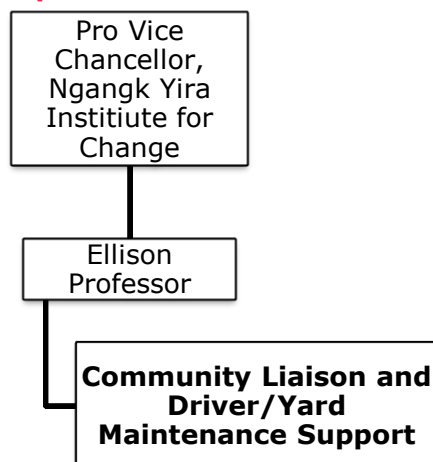
### About the Work Area

Through research activities such as Yawardani Jan-ga, Ngangk Yira will contribute to the core goals, lenses and key pillars of the Murdoch University's Strategic Plan and Future Horizon 2017-2027, and key research goals in Murdoch University's Reconciliation Action Plan. Aboriginal health and social equity research is a vital aspect of the University's Ngangk Yira Institute for Change. Ngangk Yira's scope of research aligns with the focus of Aboriginal health through firstly, health research that includes a focus on mental, social and emotional wellbeing as well as the impact of these on physical health; and secondly, social equity research that includes issues of education, housing, social justice and connection to Country. Other areas of the Murdoch Mandala where Ngangk Yira aligns include: producing research outputs that will inform public policy and programs; producing research that is translational in nature and significant in its impact; and achieving excellence in international research by acting locally and thinking nationally and globally.

The aspiration for Ngangk Yira is to create a sustained cadre of very experienced and midcareer researchers who will mentor and build the capacity of early career researchers and student researchers in Aboriginal health and social equity research. The outcomes of the combined research efforts, supported by a sustainable mixed funding approach, will contribute to the longevity of the vision, scope, and impact of Ngangk Yira to benefit Aboriginal families and communities.

The Yawardani Jan-ga Project is based in Broome, with hubs in Halls Creek and further future hubs planned across the Kimberley. Yawardani Jan-ga (meaning 'horses helping' in Yawuru language) harnesses the healing power of horses through innovative experiential learning to help heal trauma, enhance social and emotional wellbeing, nurture leadership, and promote positive relationships for Aboriginal children and young people. Run by and for Aboriginal people, the program was conceived as a way to address shocking rates of suicide among Aboriginal young people in Western Australia. The Equine-Assisted Learning sessions adapt methods used by Australia's Equine Psychotherapy Institute and tap into the Kimberley's rich pastoral history.

### Reporting Relationships



## Key Responsibilities/Duties

### Community Liaison Officer

1. Establish and maintain culturally secure relationships with local's schools and community group and Aboriginal Service providers.
2. Develop a cultural engagement plan to educate and promote the EAL program to the community.
3. Be the key point of contact for the EAL Program community members to ensure effective cultural communication and support of the programs successes and maintain confidentiality of Yawardani Jan-ga activities.
4. Model and respect the work environment with relationships with community groups.
5. Coordinate and plan cultural events and presentations for Yawardani Jan-ga.
6. Provide program information throughout the community as required and assist answering EAL related enquiries.
7. Construct suitable social media materials to assist with community promotion of Yawardani Jan-ga.
8. Embody the University's values within and beyond the University, building cultural equality and diversity and encouraging social responsibility.
9. Develop and maintain consistent culturally respectful communications with all internal and external stakeholders.
10. Support and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.

### Driver/Yard Maintenance Support

1. Checking daily EAL booking sheet to assess transport needs with direction from EAL Co-ordinator.
2. Pick up EAL participants ensuring safety and transport to EAL site.
3. Return Participants to school/work/home after EAL session concludes.
4. Greet and welcome guests and participants – utilise sign in book and outlining procedures.
5. Build and maintain strong relationships with schools, referrers, and families.
6. Carry out yard maintenance tasks such as rubbish and vegetation removal.
7. Responsible for horse husbandry tasks stable cleaning and clean waters.
8. Assist with making horse feeds.
9. Other duties as required.

## Selection Criteria

### Essential

1. Relevant combination of relevant work experience in a related area.
2. Possess knowledge of Kimberley Aboriginal Culture and ways of working and learning.
3. Excellent organisational skills.
4. Ability to work independently and to set priorities.
5. Excellent interpersonal skills.
6. Ability to organise and priorities tasks, problem solve and use initiative.
7. Demonstrated ability to work effectively in a team environment.

8. Demonstrated ability to assume responsibility for the tasks and to resolve routine problems.
9. Duties as required by the Supervisor.

### **Desirable**

1. Aboriginal and/or Torres Strait Islander
2. HR Class license

### **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Current "C" Class License.
4. Current Working with Children Check WA.
5. Ability to work outside normal office hours when required.

### **Special Requirements**

Murdoch University is committed to becoming the university of choice for First Nations people and embracing, promoting and benefiting from Indigenous knowledges and cultural inclusivity. As a measure to improve employment opportunities and achieve equality, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position. People of Aboriginal and/or Torres Strait Islander descent are strongly encouraged to apply.

### **General Obligations**

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- report incidents, injuries and hazards.
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

### **Guiding Principles and Values/Code of Ethics and Code of Conduct**

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.

- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*