



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Human Rights Officer x 2
Department:	Directorate Youth & Community Development
Responsible to:	CEO / Director Youth and Community Development
Position:	Permanent Full time - 76 hours per fortnight
Award:	Local Government WA Interim Award 2011
Classification:	Level 3

SECTION 2 - POSITION FUNCTION

Overall

The Shire of Halls Creek (the Shire) has established the Human Rights Directorate to develop and ensure First Nations self-determination practices are embedded into the workflows of the Shire Administration. The Shire – as directed by its residents – are to progress demands that Government service delivery for our communities and individuals be based on the legal framework of the United Nation Universal Declaration of Human Rights and the United Nation Declaration of the Rights of Indigenous Peoples.

SECTION 3 - KEY RESPONSIBILITIES

- Responsibility 1** **Human Rights Officer (HRO) will record, coordinate and gather evidence from residents of incidents where there has been a violation of an individual – or a group – human rights as defined by the United Nations' Universal Declaration of Human Rights and the United Nation Declaration of the Rights of Indigenous Peoples.**

Authority Level Able to work semi-autonomously with guidance and assistance from the Director of Youth and Community Development and the Chief Executive Officers.

- Responsibility 2** **Identify human rights violations, gathering information and facts, interviewing those violated, and visiting displaced person and if required prisoners.**

Authority Level Able to work semi-autonomously with guidance and assistance from the Director of Youth and Community Development and the Chief Executive Officers.

■ Responsibility 3 Observing and working with election and census data gathering organisations to ensure cultural inclusion at all instances.

Authority Level Able to work semi-autonomously with guidance and assistance from the Director of Youth and Community Development and the Chief Executive Officers.

■ Responsibility 5 Identify service delivery needs and strategic opportunities for collaboration with the Shire Administration.

Authority Level Able to work semi-autonomously with guidance and assistance from the Director of Youth and Community Development

Measurement Ensure the accurate recording of all statutory information requirements for client records and case planning.

■ Responsibility 6 Contributing to Team Plans and implementing strategic priorities to achieve outcomes for disadvantaged communities.

Authority Level Able to work semi-autonomously with guidance and assistance from the Director for Youth and Community Development

Measurement Team members are meeting KPI's and program is achieving its goals.

■ Responsibility 7 To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all staff complete OSH documents such as risk assessments, incident reports, hazard registers etc. as soon as practical and delivered to supervisor and/or HR coordinator immediately.

Authority Level Able to work semi-autonomously within established procedures, with guidance from the HR Coordinator and/or OSH committee.

Measurement Ongoing vigilance to ensure risks are minimised/negated

■ Responsibility 8 To ensure (in cooperation with the Records manager) that all documents relating to youth and community development are registered and managed in

**accordance with the Document Management Plan
approved by the CEO**

Authority Level	The Team Leader is expected to work with the Records Manager
Measurement	High level of cooperation with Records management.

SECTION 4 – SPECIFIC DUTIES

Assistance and Support to residents:

Coordinating a high-volume workload and meeting tight deadlines

Applying file management procedures to transcribe the community's human rights statements.

Contributing to internal and external reporting processes for human rights, including data and content from relevant teams and business units.

Communicating with internal and external stakeholders regarding our policies, standards and position statements related to human rights.

To maintain appropriate files, records and statistics to facilitate good accountability.

Works with advocacy technology tools, including implementing the best use of the Shire CaseMgt, social media, and digital outreach tools including text messaging to increase engagement.

Contribute to developing informative outreach materials, including fact sheets, talking points, and sample letters-to-the-editor to assist community members.

Community Participation:

Develop with the Community Development team and other providers a calendar of human rights events for the region.

Work with key stakeholders and the community to identify gaps and duplication of services.

Develop and support a network of volunteers to assist in the running of programs and activities.

Develop cultural protocols for working with the different groups in the community.

Administration, Planning and Co-ordination:

Work with the Youth and Community Development Director to prepare and monitor annual and monthly budgets, prepare submissions for recurrent and new initiatives.

Prepare a quarterly report with the Youth & Community Development Director, outlining activities and achievements for both departments.

Comply with the record keeping and document management requirements approved by the Chief Executive Officer.

Together with team members, regularly review and update procedures and operations to provide continuous improvement of services internally and externally.

Supervision of Staff and Volunteers:

Work with staff to develop human right training needs and provide ongoing evaluation and training of staff with support from the Director Youth & Community Development.

Develop and deliver orientation training to staff and volunteers.

Other:

Work as an effective team member and undertake other duties as required to support the successful provision of youth services, facilities and programs.

Anything else as directed by the CEO and Director Youth & Community Development.

SECTION 5 – SELECTION CRITERIA

<p>Essential</p>	<p>Person Specification</p> <p>Skills</p> <ul style="list-style-type: none"> Well-developed interpersonal skills including well-developed communication skills. Ability to develop trust and build relationships with communities, including Indigenous communities. Ability to understand local language groups. Preparedness to travel to remote areas for overnight stays with limited facilities. Current "C" class driver's licence (manual preferred), with 4WD experience or a willingness to undergo 4WD training. A current Working With Children Check (WWCC), or commitment to undergo WWCC. Preparedness to undergo Police Checks and/or National Criminal checks as required by funding agreements. <p>Knowledge</p> <ul style="list-style-type: none"> Local knowledge of the Kimberley area Personal commitment to advancing the Shire values, mission, goals and programs, with an understanding of the range of civil rights and civil liberties issues and their implications. Knowledge and understanding of how power is manifested in matters of race, ethnicity, age, gender, sexual orientation or preference, gender identity, gender expression, religion, ability, and socio-economic circumstances. Experience, or an equivalent combination of education and/or work experience, including field organising, volunteer recruitment, training, campaign strategy, and building volunteer-leadership. Working knowledge of information technology. Demonstrated knowledge of community development principles and practice. <p>Desirable</p> <ul style="list-style-type: none"> Current First Aid certificate.
<p>Essential</p>	<ul style="list-style-type: none"> Demonstrated skills and experience in working effectively with First Nation peoples experiencing homelessness, substance misuse, mental health concerns, violent or aggressive behaviours and other complex problems that may result in offending behaviour. An understanding of adolescent development and the factors that can contribute to a young person's human rights. Experience in, and/or knowledge of, the Justice system, relevant legislation, processes and procedures and the ability to establish, and maintain positive and productive working arrangements with a range of stakeholders; both government and non-government. Excellent verbal and written communication skills and an ability to maintain records compliant with legislation and standards and electronic data systems for reporting and

<p>Desirable</p>	<p>informing planning.</p> <ul style="list-style-type: none"> ▪ Demonstrated awareness and understanding of the issues faced by residents in remote areas. ▪ High level administrative and organisational skills, with well-developed written communication skills. ▪ Sound computer literacy skills. ▪ Proven ability to manage staff and facilitate a positive work environment for team members. <ul style="list-style-type: none"> ▪ Current First Aid certificate or willingness to obtain. ▪ Public relations skills ▪ Community Development background.
<p>Shire Policy Requirements</p>	<p>Police Clearance It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>Medical It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p>Drivers License Minimum - Class MC driver's licence – copy to be provided upon interview or at commencement.</p>

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek Works Depot, HALLS CREEK, WA 6770.
Organisational Relationships	<p>Responsible to: Chief Executive Officer & Director Youth and Community Development</p> <p>Responsible for: Nil</p> <p>Internal and External Liaison: Internal All Council Staff External General Public, Contractors and Suppliers on occasions.</p>
Extent of Authority	<p>Works in accordance with general direction from the CEO and the Director of Youth & Community Development.</p> <p>Contributes to the development of social policy in relation to human rights issues.</p>
Delegation Authority	Nil
Employment Terms	<p>The Municipal Employees (WA) Interim Award 2011 applies to this position.</p> <p>A Probationary period of 3 months will apply to this position in accordance with Shire policy.</p>

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO

Date

Noel Mason
Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed