

Position Description –Engagement and Projects Officer

Salary grade	Senior level position
Location	Cairns, North Queensland
Reports to	CEO

Organisational Context

Waanyi Native Title Aboriginal Corporation RNTBC (Waanyi PBC) is responsible for representing Waanyi people in relation to native title and cultural heritage matters, and in partnerships with external stakeholders including government, funding bodies and the energy and resources sector. Waanyi PBC must comply with a range of statutory and regulatory frameworks relevant to its role as an Indigenous community owned and controlled corporation, Registered Native Title Body Corporate and registered cultural heritage body. Key compliance frameworks include the corporation's Rule Book; Corporations Aboriginal and Torres Strait Islander Act 2006 Native Title (Prescribed Bodies Corporate) Regulations 1999; and [Aboriginal Cultural Heritage Act 2003](#) (Qld). As a registered charity, the corporation plays a key role in the advancement of the social, cultural and economic wellbeing of the Waanyi people in north west Queensland and is responsible for the delivery of activities under several funding agreements.

Purpose of Position

The Engagement and Projects Officer is responsible for leading engagement with Waanyi native title holders and PBC members across a range of functions and activities. Working closely with the Program and Executive teams, the role supports the development and implementation of strategies, policies and procedures aimed at improving engagement, coordination and service delivery.

The position plays a key role in supporting the CEO to strengthen relationships, improve communication, maintain trust, and ensure community perspectives inform organisational decision making.

The Engagement and Projects Officer:

- Leads engagement with Waanyi native title holders and PBC members to ensure culturally appropriate consultation and participation in the implementation of Aboriginal Cultural Heritage Agreements, funding agreements and other service delivery activities.
- Develops and implements strategies, policies and procedures that align with organisational priorities and cultural responsibilities

- Assists with the coordination of consultations, community meetings and stakeholder engagement
- Supports partnership development and collaborative initiatives that advance organisational and community outcomes.
- Ensures engagement activities are culturally respectful, transparent and aligned with the interests of Waanyi people.
- Provides advice to the CEO on community priorities, emerging issues and opportunities for collaboration.

Position Dimension & Decision-Making Authority

Without referral to Manager:

Coordinate community engagement activities, consultations and stakeholder communications in line with organisational priorities.

Develop engagement plans, communication materials and consultation processes.

Maintain relationships with stakeholders, community members and partners in support of organisational objectives.

After consultation with Manager:

Lead significant community consultation processes related to major projects, partnerships or organisational initiatives.

Participate in partnership development and collaborative projects involving external organisations.

Represent the organisation at stakeholder meetings, consultations or sector forums where appropriate.

Referred to CEO:

Matters involving cultural sensitivity, community disputes or reputational risk.

Major partnership proposals, engagement strategies or initiatives impacting organisational direction.

Public statements or media engagement relating to organisational strategy or policy matters.

Key Communication Contacts

Contact/Organisation	Purpose/Frequency of Contact
CEO/Manager	Strategic direction, coordination of engagement activities and partnership development.
Program Team	Regular collaboration and coordination across a range of activities.
Waanyi native title holders and PBC members	Community engagement, consultation, cultural responsibilities, relationship building and representation.
Stakeholders, partners, external	Engagement and collaboration, partnership development, public representation and sector involvement.

Key Accountabilities

Key Result Area	Major Activities	Performance Measures
Community Engagement and Consultation	<ul style="list-style-type: none"> Develop and implement culturally appropriate engagement strategies. Coordinate community meetings, consultations and information sharing. Ensure community perspectives inform organisational decision making. 	<ul style="list-style-type: none"> Engagement activities are well planned, inclusive and culturally respectful. Community members feel informed and engaged in organisational matters.
Coordination of Activities and Services	<ul style="list-style-type: none"> Support implementation of Aboriginal Cultural Heritage Agreements including the coordination of Heritage Monitoring services and Cultural Awareness Training. Support the implementation of other agreements and the delivery of funded activities across a range of areas including land and environment, mining and community development. 	<ul style="list-style-type: none"> Activities and services delivered to a high standard, and meet timeframes and stakeholder and community expectations. Waanyi people are fulfilling their cultural responsibilities and their cultural authority is respected. Cultural heritage is protected.
Stakeholder and Partnership Development	<ul style="list-style-type: none"> Build and maintain productive relationships with government agencies, partners and stakeholders. Support the CEO to identify partnership and collaboration opportunities. 	<ul style="list-style-type: none"> Strong, respectful relationships maintained with key stakeholders. Partnerships support organisational and community outcomes.
Strategic Support to CEO	<ul style="list-style-type: none"> Provide advice to the CEO on community priorities, stakeholder expectations and emerging issues. Support engagement activities that advance strategic organisational goals. 	<ul style="list-style-type: none"> CEO receives timely and well-informed advice on community and stakeholder matters.
Communication and Representation	<ul style="list-style-type: none"> Represent Waanyi in engagement activities, consultations and stakeholder meetings where appropriate. Support development of communication materials and information sharing. 	<ul style="list-style-type: none"> Organisation is represented professionally and respectfully in engagement activities.
Cultural Integrity and Community Relationships	<ul style="list-style-type: none"> Ensure engagement practices respect cultural protocols and community priorities. Promote transparency, trust and respectful communication with the Waanyi community. 	<ul style="list-style-type: none"> Engagement activities uphold cultural responsibilities and strengthen trust with community members.
Organisational Culture and Workforce Capability	<ul style="list-style-type: none"> Promote a culturally safe, respectful and high performing organisational culture. 	<ul style="list-style-type: none"> Strengthen a culturally safe, respectful and high performing workplace that reflects Waanyi PBC's values and

Key Result Area	Major Activities	Performance Measures
	<ul style="list-style-type: none"> Support staff development, capability building and leadership development initiatives. Ensure recruitment, retention and workforce strategies support organisational needs. 	<ul style="list-style-type: none"> responsibilities.. Support capability building and mentoring across the workforce.
Compliance with Legal and Governance Frameworks	<ul style="list-style-type: none"> Meet timeframes and manages processes in accordance with requirements. Maintain accurate records and act within delegated authority. Ensure decision making aligns with established governance structures. 	<ul style="list-style-type: none"> Statutory and regulatory timeframes are met and processes followed. Records (financial, approvals, reporting) are maintained to a high standard Escalates key decisions to CEO, PBC Board or relevant committee

Key Challenges

- Balancing community expectations, cultural responsibilities and organisational priorities.
- Managing diverse stakeholder relationships across government, community and external organisations.
- Supporting meaningful consultation processes in complex project or policy environments.
- Ensuring community engagement remains culturally appropriate, inclusive and transparent.
- Supporting the CEO in navigating community priorities and stakeholder interests.

Person Specification

Essential

- Demonstrated experience in community engagement, stakeholder relations or partnership development.
- Aboriginal identified position
- Experience working with Aboriginal communities or Aboriginal community-controlled organisations.
- Strong communication, facilitation and relationship-building skills.
- Ability to manage consultation processes and stakeholder engagement activities.
- Understanding of Aboriginal cultural protocols and community engagement principles.
- High level organisational and coordination skills.

- Ability to work collaboratively with senior leadership to support strategic outcomes.
- Current Driver Licence and satisfactory Police Check.
- Willingness to undertake regular travel to remote communities.

Desirable

- Experience in a Traditional Owner, native title or similar environment.
- Qualifications in community development, communications, public policy or related fields.
- Willingness to relocate to Cairns (if applicable)