

Position Description – Indigenous Community Liaison Officer (Education) (Indigenous Identified)

Updated 3 October 2025

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Clinical Sciences
Supervisor (Title)	Dean, Education or delegate
Classification	Higher Education Officer Level 5
Employment Type	Continuing, full -time (negotiable)

POSITION SUMMARY
The filling of this position is intended to constitute a special/equal opportunity measure under section 8 (1) of the Racial Discrimination Act 1975 (Cth) and s57 of the Anti-Discrimination Act 1995 (NT). The position is therefore only open to Aboriginal and Torres Strait Islander applicants. The Indigenous Community Liaison Officer (Education) will play a vital role in fostering respectful, reciprocal relationships between the College of Medicine and Public Health and Indigenous communities. This position acts as a bridge, facilitating community engagement, co-design of placement opportunities, and ensuring cultural protocols are honoured. The role supports students and staff to engage meaningfully and ethically with communities, advocating for Indigenous-led approaches. With strong cultural knowledge, communication, and coordination skills, the officer will help align university initiatives with community priorities, ensuring student placements and engagement with our educational programs will contribute to shared goals. This role is central to strengthening trust, capacity, and long-term partnerships which are grounded in mutual respect and benefit.

UNIVERSITY EXPECTATIONS AND VALUES
All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to: - demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred. - contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, helping team members if required and undertaking other key responsibilities or activities as directed by one's supervisor. - promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity. - perform their responsibilities in a manner which reflects and responds to continuous improvement; and - familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i> <i>Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.</i>

KEY POSITION RESPONSIBILITIES

The Indigenous Community Liaison Officer (Education) is accountable for:

- Co-developing and implementing a Community Engagement Plan in genuine partnership with Aboriginal and/or Torres Strait Islander communities, guided by principles of self-determination, cultural safety, and respect for Country and community protocols.
- Establishing an Aboriginal Health Reference Group with collaboration and support from the Aboriginal Health Lead, ensuring representation from Elders, community leaders, and Aboriginal health professionals.
- Acting as a cultural bridge and key liaison between the MD and Paramedicine programs and Aboriginal and Torres Strait Islander communities, ensuring two-way communication and mutual understanding.
- Fostering culturally safe, respectful, and reciprocal relationships with Aboriginal and Torres Strait Islander communities, grounded in trust, long term commitment, and community lead priorities
- Conducting community consultations in line with local cultural protocols to listen deeply to community aspirations, health priorities, and ways of knowing, being.
- Supporting co-design of student placement opportunities that align with community-identified needs, strengths, and aspirations, ensuring placements are mutually beneficial and culturally appropriate.
- Collaborating with Aboriginal community-controlled organisations to identify and support meaningful placement opportunities that contribute to community wellbeing.
- Coordinating the logistics of student placements with cultural sensitivity, including student preparation, accommodation on Country, safety, and appropriate supervision by community-nominated mentors.
- Ensuring all university staff and students engage in culturally safe ways, including participation in cultural awareness, immersion, and safety training prior to community engagement.
- Co-designing and delivering cultural orientation programs in partnership with the Aboriginal Health Lead, Elders, and community educators, incorporating local knowledge, history, and cultural practices.
- Undertaking additional responsibilities as required, ensuring all work is aligned with the values of cultural integrity, community empowerment, and respect for Aboriginal and Torres Strait Islander sovereignty.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Deep understanding of local Indigenous cultures, protocols, community engagement and governance.
- Demonstrated experience working respectfully and effectively in a culturally safe manner with Aboriginal and Torres Strait Islander peoples and communities in a work context.
- Effective communication skills with experience in active listening, diplomacy, and ability to mediate differences.
- Effective interpersonal and negotiation skills with demonstrated ability and willingness to maintain collaborative partnerships with a variety of stakeholders from diverse cultures at a variety of levels, internal and external to Flinders University.
- Well-developed organisational and time management skills, punctuality and strong record keeping abilities with attention to detail, accuracy, and confidentiality.
- Demonstrated problem-solving capabilities and the ability to work with general supervision to determine and prioritise tasks and meet deadlines.

- Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Flinders University staff students, volunteers, and visitors.
- Experience in higher education or health/education/community development sectors would be advantageous.

FINAL