

POSITION DESCRIPTION

FIRST NATIONS CULTURAL PROJECTS OFFICER

POSITION DETAILS

Date of Position Description	November 2025
Position Title	First Nations Cultural Projects Officer
Position Grade	10
Directorate Business Unit	Community and Culture / City Culture
Reports to	Cultural Project Manager
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The First Nations Cultural Projects Officer will plan, manage and deliver major arts and cultural projects with a strong focus on First Nations culture, including public art, heritage interpretation and related cultural initiatives.

This role leads community engagement and consultation, ensuring inclusive participation and building meaningful connections with First Nations people, artists and communities to achieve culturally informed outcomes.

KEY RESPONSIBILITIES

Role specific

- Consultation: coordinate engagement and consultation with Baramadagal/Dharug Traditional Custodians, other First Nations community and stakeholders to guide cultural project outcomes.
- Stakeholder Management: build and maintain relationships with internal teams, external partners and advisory bodies, including the First Nations Advisory Panel and the First Nations Employee Reference Group to achieve strategic outcomes.
- Framework and Protocol Implementation: apply the Designing with Country framework, First Nations artistic protocols and ICIP ensuring consultation is embedded in all projects in line with Council's First Nations Strategy and Cultural Competency Framework.
- Cultural Guidance and Evaluation: convene advisory groups, lead consultations and provide cultural advice, procurement and evaluation for First Nations arts and cultural projects.
- Compliance and Best Practice: ensure all practices align with current legislation, regulations and industry standards, maintaining subject-matter expertise.
- Continuous Improvement: promote innovation, optimise processes and technology, and recommend improvements to enhance service delivery in line with organisational values.
- External Partnerships: foster effective relationships with community organisations, consultants, contractors, Local, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

- Develop a deep understanding of Council's First Nations Strategy and other key strategic and operational documents including Parramatta 2050, Creative Parramatta, Visitor Economy and Community Strategic Plan,
- Work as part of the Cultural Projects team within the City Culture unit of the Community and Culture directorate.

KNOWLEDGE

Qualifications

- Degree qualification in the visual arts, curation and cultural leadership, cultural heritage, or related discipline; or relevant demonstrable experience working with First Nations cultural material.

Experience

- Experience working within First Nations communities and/or organisations in and arts and culture context.
- Minimum 5 years' experience in the arts and cultural industry, including placemaking, museums, galleries, public art, heritage interpretation, design or related sectors.
- Proven ability to manage programs and projects from conception to delivery.

Skills

- Cultural Competence: deep understanding of First Nations cultural practices, values, and the social and economic needs of First Nations people and communities. Ability to apply cultural, social and ethical considerations to decision-making.
- Community Engagement: proven ability to connect with First Nations people and communities, fostering trust and meaningful participation.
- Project Management: demonstrated experience managing arts and cultural projects, including public art, heritage interpretation and related cultural initiatives.
- Communication and Influence: highly developed skills in communication, negotiation and relationship-building, with an engaging and collaborative approach.
- Planning and Organisation: strong ability to manage competing priorities, meet tight deadlines and deliver outcomes in a local government context.
- Conflict Resolution: skilled in de-escalation and achieving constructive, win-win outcomes in sensitive situations.
- Decision-Making: confidence in resolving complex and high-priority issues, including working with senior leaders on sensitive matters.
- Legislative Knowledge: strong understanding of relevant legislative and regulatory requirements, with practical application in projects.
- Technical and Sector Knowledge: experience working with multi-disciplinary teams on capital works and cultural infrastructure projects.
- Culturally Aware Communications: demonstrated ability to prepare culturally sensitive communications, media and engagement materials.
- Procurement and Financial Management: proficient in legislated procurement practices, contractual and financial management.
- Digital Competence: skilled in administrative software and processes, information management and a variety of creative and design software applications.