

## **Position Vacant**

Job Title: **Indigenous Knowledge Centre Coordinator**  
Work type: Full time position  
Department: Community Services  
Pay range: \$90,000.00 per annum

### **About the Organisation**

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

### **About the Role**

**This role is residential and based in Aurukun.**

Reporting to the Assistant Director of Community Services, this position has significant direct contact with community members, Council staff and key community stakeholders. It preserves and keeps culture strong by prioritising the sharing of knowledge and access to resources that support education, cultural preservation, and personal development. The Wik Mungkan Indigenous Knowledge Centre is autonomous in its function and the role requires a dedicated and responsible individual who will be supported by Council's Community Services Department as well as other IKC's in Queensland and the State Library of Queensland.

### **Key Accountabilities**

#### **Wik Mungkan Indigenous Knowledge Centre**

Create a safe, inclusive and welcoming space

- Enabling all community members to access information and knowledge
- Preserving and keeping culture strong by prioritising the sharing of knowledge and access to resources that support education, cultural preservation, and personal development
- Providing a range of services and programs to meet community needs and interest
- Maintain a continuing dialogue with community members to ensure the IKC is reflective of community priorities and interests

## Library and Resource Management

- Maintain the book and multimedia collection in collaboration with the State Library of Queensland (SLQ).
- Manage circulation records of IKC items and adjust shelf displays to reflect current events and community identity.
- Seek out opportunities to collaborate with other organisations/agencies in Aurukun to promote literacy and book exposure (for example, partnering with QLD Health to deliver a weekly reading, borrowing session with the clinic).

## Technology and Digital Literacy Support

- Oversee public internet access and the use of available technology (laptops, TVs, iPads, games, etc.). including implement training sessions on computers
- Assist community members with essential digital skills, including: (Centrelink reporting, Online banking, Setting up email accounts, Research and job applications, Resume writing and word processing skills, Creating Documents)
- Organise and independently implement digital literacy programs, or collaborate with partners to deliver training in areas such as computers, photography, and digital arts.
- Ensure the proper care and maintenance of IKC equipment, including technology and radio-related items.

## Community Engagement and Cultural Preservation

- Promote the IKC both within the community and externally to increase awareness of available services.
- In collaboration with community members and Elders, develop local history collections and ensure they are accessible through engaging activities and programs.
- Assist library users in locating cultural and historical materials and information.

## Event and Program Planning

- Plan and implement school holiday programs and activities for culturally significant events.
- Actively seek opportunities to collaborate with organisations and agencies to promote literacy, digital skills, and cultural engagement.
- Identify and apply for grants and funding opportunities to support IKC initiatives.
- Assist in organising and running monthly community events (such as Australia Day, Aurukun Day, Clean Up Australia Day, Other local and national celebrations, in collaboration with other staff)

## Administration and Reporting

- Submit monthly, quarterly, and annual reports on programs and statistics to the State Library of Queensland (SLQ) and/or Aurukun Shire Council (ASC).
- Adapt programs based on community feedback and engagement to ensure continued relevance and impact.
- Plan, coordinate, and deliver four school holiday programs per year, offering engaging activities that reflect community interests.

## **Selection Criteria**

- Related work experience in library services, community engagement or activities, or public broadcasting or other related skills
- Diploma or degree level Information Studies qualification highly regarded

- Strong interpersonal and communication skills with ability to negotiate
- Events planning and project management knowledge or willingness to quickly acquire
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people.
- Capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community
- Advanced computer literacy particularly in online aspects and MS Office
- Hold a current Working with Childrens Check (Blue Card)
- Current First Aid and CPR Certificate
- Ability to work independently and as part of a team to achieve positive outcomes
- Ability to thrive in a dynamic work environment and work as part of a team.

### **Benefits**

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$90,000 per annum plus superannuation and allowances. Some overtime at penalty rates may be available
- Subsidised accommodation provided
- 5 weeks annual leave, 8 Days Isolation Leave per year
- 2 return flights per year to Cairns from Aurukun in accordance with Council policy
- Relocation expenses in accordance with Council policy
- Access to our Employee Assistance Program (EAP)

### **How to apply**

To apply, email a copy of your current resume and cover letter addressing the selection criteria to [hrmanager@aurukun.qld.gov.au](mailto:hrmanager@aurukun.qld.gov.au)

Applications close 4pm Friday 16 May 2025.

Shortlisting for this position will begin immediately and Council reserves the right to fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email [hrmanager@aurukun.qld.gov.au](mailto:hrmanager@aurukun.qld.gov.au)