

Role Description

Aboriginal Engagement Officer

Cluster	Premier and Cabinet
Agency	Law Enforcement Conduct Commission
Division/Team	CEO/Prevention & Engagement
Location	Sydney CBD
Classification/Grade/Band	Clerk 7/8
Kind of Employment	Ongoing
ANZSCO Code	
PCAT Code	
Date of Approval	April 2026

Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission. The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers. In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption. The LECC also undertakes independent, real-time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

Primary purpose of the role

The Aboriginal Engagement Officer is part of a small community engagement team within the Commission's Prevention and Engagement team. The community engagement team is led by the Senior Aboriginal Engagement Officer.

The Aboriginal Engagement Officer role is responsible for engaging and building relationships within the community, increasing engagement between the Commission and Aboriginal communities, and building organisational capacity to ensure access, equity, and inclusion of Aboriginal people in a culturally appropriate way, including:

- assisting in identifying and maximising the use of appropriate networks, peak bodies and agencies to enhance the performance of the Commission's functions
- assist in providing or obtaining advice to Commission staff on specific issues for Aboriginal and Torres Strait Islander persons or communities
- providing culturally relevant advice and information to Commission staff to inform the Commission's practices and policies when engaging with Aboriginal complainants, community groups, and peak bodies

- assisting with the Commission's implementation of relevant strategic plans that relate to community engagement.

The Aboriginal Engagement Officer will assist to build and maintain effective relationships with relevant Aboriginal clients of the Commission and key stakeholder groups, including:

- facilitating ongoing engagement with relevant Aboriginal community groups and organisations so that the Commission is appropriately informed about the experience of those groups in their interactions with the NSW Police Force,
- building awareness about the Commission by informing community members and relevant community groups about the existence and jurisdiction of the Commission, and how community members can engage in the police complaints systems,
- assisting Aboriginal and Torres Strait Islander clients of the Commission as we deal with their complaints and conduct investigations, and assist other Commission staff to undertake that work effectively and in a culturally appropriate way,

The Aboriginal Engagement Officer will also assist to engage, build and maintain effective relationships with people from culturally and linguistically diverse backgrounds and other vulnerable communities.

The Aboriginal Engagement Officer may handle a small case load of assessment matters to ensure they maintain a working understanding of the Commission's jurisdiction and functions.

This position may require travel for outreach work to community groups across NSW with possible overnight stays from time to time.

Key accountabilities

- Participate in planning and preparing engagement activities for the Commission, in particular, engagement with Aboriginal communities and representative groups
- Assist in the production of appropriate communications material to enhance the Commission's engagement with Aboriginal communities
- Provide culturally informed advice and guidance to Commission staff to inform the Commission's processes, practices, policies and communication materials
- Under the direction of the Commission Executive: source, collate, analyse and compile data to assist the Commission to direct its communications and engagement efforts effectively (for example, identifying emerging community engagement needs and opportunities)
- Representing the Commission at community events and at meetings with community organisations, peak bodies and other government organisations as required
- In consultation with the Senior Aboriginal Engagement officer consult with stakeholders including police and members of the public as part of the LECC's community engagement activities
- Provide feedback to the CEO and Manager HR, to inform the Commission's Diversity & Inclusion Plan
- From time to time, assist in preparing information related to media and ministerial requests.

Key challenges

- Establishing and maintaining effective relationships with internal and external stakeholders
- Prioritising engagement activities within a resource limited environment
- Managing time effectively and balancing competing priorities ensuring the delivery of high quality work that meets required timeframes.

- Addressing community expectations of the Commission, while managing the additional challenges that may arise when engaging with one's own Aboriginal community, include potential conflicts of interest, cultural obligations, and heightened scrutiny.

Key relationships

Who	Why
Internal	
Director Prevention, Legal and Engagement	<ul style="list-style-type: none"> • Escalate issues and propose solutions • Assessing engagement activities, direction and broad priorities
Manager Prevention and Engagement	<ul style="list-style-type: none"> • Assessing and review of engagement activities, proposals and reports, communication materials, broad priorities and timeframes for engagement
Senior Aboriginal Engagement Officer	<ul style="list-style-type: none"> • Progress of day to day work
Senior Assessment Officer, Assessments	<ul style="list-style-type: none"> • Progress and review of small case load of assessment matters
Commission Executive	<ul style="list-style-type: none"> • Provide advice and contribute to decision making regarding projects and issues • Receive guidance and provide regular updates on projects, issues and priorities
LECC Colleagues	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Exchange information and respond to enquiries • Collaborate on research and data projects and foster an awareness of working with hard-to-reach communities.
External	
Community Groups and other Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Exchange information and respond to enquiries • Represent the Commission at, external working groups, community events, hubs interagency meetings and conferences

Role dimensions

Decision making

The Aboriginal Engagement Officer manages day to day workloads within agreed work and project plans, takes active ownership of own work and collaborates as needed, to ensure delivery of outcomes within required timeframes and to a high standard.

Decisions relating to routine issues are dealt with autonomously in consultation with the Senior Aboriginal Engagement Officer. Decisions relating to undertaking new engagement activities, the development of community resources, publications and other related material are made in collaboration and with the Senior Aboriginal Engagement Officer, the Manager Prevention and Engagement, and the Director Prevention Legal and Engagement.

Decisions requiring or potentially resulting in significant change to outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management will be referred to the Director, Prevention Legal and Engagement and the CEO.

The Aboriginal Engagement Officer may have a small case load of assessment matters. These are complaints about potential misconduct by members of the NSW Police Force or the NSW Crime Commission. The Aboriginal Engagement Officer is required to assess these matters based on legislation, policy and procedure. The Aboriginal Engagement Officer may be required to draft correspondence under the LECC Act and make recommendations. This body of work will be supervised by a Senior Assessment Officer within the Commission's Oversight Division. Appropriate training and resources will be provided to the Aboriginal Engagement Officer to equip them to do this work.

Reporting line

This position reports directly to the Senior Aboriginal Engagement officer.

Direct reports

Nil.

Budget/Expenditure

Nil.

Essential requirements





- This is an identified role under section 14d of the *Anti-Discrimination Act 1977* and as such Aboriginality is an essential requirement of the role.
- Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on, Aboriginal and Torres Strait Islander peoples with an appropriate level of cultural understanding, empathy and sensitivity
- Qualifications or demonstrated experience in community engagement and project management, with sound understanding of community engagement principles and practices.
- Experience in engagement and liaison with Aboriginal communities
- Highly developed communication skills (interpersonal, written and verbal) and the ability to develop collaborative partnerships
- Demonstrated ability to work both independently and as part of a team with a willingness to learn and share knowledge with others
- Demonstrated high level organisational and time management skills with the ability to work under pressure
- Ability to travel when required
- A probity assessment to establish reliability, trustworthiness, integrity and suitability of employment. In addition, LECC officers are also required to obtain and retain a commonwealth security clearance. The Community Engagement Officer requires a security clearance at the baseline level. The LECC will facilitate the process to obtain this clearance level for the role holder within six months of appointment.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity and Inclusion	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Act professionally and support a culture of integrity

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Identify and explain ethical issues and set an example for others to follow Ensure that others are aware of and understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Value Diversity and Inclusion	Adept	<ul style="list-style-type: none"> Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders Demonstrate cultural sensitivity, and engage with and integrate the views of others Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences Recognise and adapt to individual abilities, differences and working styles Support initiatives that create a safe and equitable workplace and culture in which differences are valued Recognise and manage bias in interactions and decision making
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects