

# Information Sheet



## 2011 Census Recruitment **Aboriginal**

The Australian Bureau of Statistics (ABS) runs the Census every five years. The next one will be in August 2011.

The Census collects information from everyone in Australia and is important for planning your community's future – including health, education and housing services.

In the 2006 Census the Aboriginal undercount was estimated at 6% in New South Wales. This means that around 6% of Aboriginal people in NSW were not counted in the last Census and as a result, funding for services may not have been provided for this group.

To prevent this from happening in the 2011 Census, the NSW Indigenous Engagement Team are encouraging Aboriginal people to apply for all field positions.

To register your interest in any of the below positions please visit [www.abs.gov.au/census](http://www.abs.gov.au/census)

If you would like further information such as pay details, please contact Rod Ella on 02 9268 4028 [rod.ella@abs.gov.au](mailto:rod.ella@abs.gov.au) or Bill Makin on 02 9268 4534 [bill.makin@abs.gov.au](mailto:bill.makin@abs.gov.au)

### **Area Supervisor** (Discrete Community)

Duration of Employment: 1 June 2011 – 7 October 2011

This position takes responsibility for an accurate Census count in several discrete Aboriginal communities. Discrete Indigenous communities' refer to locations where the population is made up mostly of Aboriginal or Torres Strait Islander peoples with housing managed on a community basis. The Area Supervisor will be in charge of the planning and training of Collectors and maintaining community contact for all communities assigned to them. They will also be responsible for assessing what materials will be needed, for example, how many Census forms, as well as debriefing the community to assess how the Census process went.

The Area Supervisors will be given a plan which will outline the communities they are responsible for, the key contacts in the communities and an outline of the resources needed. The Area Supervisors will also receive appropriate training before commencing their position.

Area Supervisors are responsible for the following:

- Recruiting suitable Community Coordinators
- Training the Community Coordinators
- Planning the count for all communities assigned to them using the help and input of the Community Coordinators
- Working with Community Coordinators to recruit suitable Collector Interviewers
- Training the Collector Interviewers
- Undertaking ongoing community engagement and providing support for all staff
- Completing the Indigenous Community Record Book
- Conducting field validation of the forms with the assistance of Community Coordinators
- Dispatching completed forms to the NSW Regional Office
- Conducting a debrief at each community with all field staff and interested community members to assess if everyone was counted

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## Community **Coordinators**

Duration of Employment: Five weeks

A Community Coordinator must be someone with strong ties in the community, usually an older Aboriginal person who is respected and trusted within the community. While the Area Supervisor is in charge of the count, the Community Coordinator will be in charge of ensuring the community, including field staff, understands why the ABS is conducting the Census and why it is important for Aboriginal people to be involved.

Community Coordinators are responsible for the following:

- Assisting with the planning of the count with the Area Supervisor
- Recruiting suitable Collector Interviewers
- Acting as a liaison for local Aboriginal people
- Assisting with the training of Collector Interviewers
- Assisting, where needed, with the count
- Assisting the Area Supervisor with completing the Indigenous Community Record Book
- Assisting the Area Supervisor with field validation

## Collector **Interviewers**

Duration of Employment: Five Weeks

Collector Interviewers will be local Aboriginal people who will conduct the count itself. As they will be working in an identified discrete Aboriginal community, all households will receive an interview. Collector Interviewers will be trained to understand the Census form as well as the meaning and relevance of the questions. Due to their local knowledge, Collector Interviewers should know who to talk to in each household and how many people are usually in each household.

Collector Interviewers will be responsible for the following:

- Making sure they interview every household in their assigned workload
- Making sure the forms are brought back to the Community Coordinator and Area Supervisor to be stored securely
- Helping, if needed, with completing the Indigenous Community Record Book

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## Remote Area **Mobile Team Leader**

Duration of Employment: 1 June 2011 – 7 October 2011

Like Area Supervisors, Remote Area Mobile Team Leaders are responsible for the Census count of all communities in their workloads; however, they may or may not be members of the local community. Remote Area Mobile Team Leaders are responsible for the planning of the count, recruiting suitable Community Coordinators and Collector Interviewers as well as delivering appropriate training.

The Team Leaders will be given a plan which will outline the communities they are responsible for, the key contacts in the communities and an outline of the resources needed.

The Team Leaders will also receive appropriate training before commencing their position and will be in charge of recruiting Community Coordinators as well as Collector Interviewers. Team Leaders will also supervise two or three Remote Area Mobile Team Members who will assist with the count and training of staff.

Remote Area Mobile Team Leaders are responsible for the following:

- Planning the count for all communities assigned to them using the help and input of the Community Coordinators
- Supervising Team Members
- Recruiting suitable Community Coordinators
- Training the Community Coordinators
- Working with Community Coordinators to recruit suitable Collector Interviewers
- Training the Collector Interviewers
- Undertaking ongoing community engagement and providing support for all staff
- Completing the Indigenous Community Record Book
- Conducting field validation of the forms with the assistance of Community Coordinators
- Dispatching completed forms to the NSW Regional Office
- Conducting a debrief at each community with all field staff and interested community members to assess how the process went

## Remote Area **Mobile Team Members**

Duration of Employment: 1 June 2011 – 7 October 2011

Remote Area Mobile Team Members will be supervised by the Team Leader. They are responsible for training and assisting local staff and assisting local Collector Interviewers with the Census process. Team Members are also responsible for helping with the field validation process and community debriefing.

Remote Area Mobile Members are responsible for the following:

- Training local Collector Interviewers
- Assisting Collector Interviewers, if needed, with the count and interviews
- If needed, conducting the count for all households in their assigned workloads
- Assisting the Team Leader with the field validation
- Assisting the Team Leader with the community debriefing



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## Collectors **who Interview**

Collectors Who Interview will be supervised by a mainstream Area Supervisor. They will be employed in areas throughout NSW where the ABS has identified a significant population of Aboriginal people but where there is no discrete community.

Collectors who Interview are responsible for the following:

- Making sure they interview every house in their assigned workload
- Making sure the forms are brought back to the Area Supervisor to be stored securely
- Helping, if needed, with completing the Indigenous Community Record Book

## Indigenous **Assistant**

Duration of Employment: Five weeks

Indigenous Assistants will primarily be employed in urban areas where the ABS had identified a significant population of Aboriginal people, but where there is no discrete community.

Indigenous Assistants will be responsible for acting as a liaison for the local Aboriginal community by helping to 'introduce' the Census to the local community and to explain why the Census is important for Aboriginal people. They will be responsible for working with Collectors, where needed, to introduce them to members of the local community and to help with any households who may request the assistance of a local Aboriginal person to complete the Census form.

Indigenous Assistants will be responsible for the following:

- Assisting with the planning of the count in their area
- Acting as a liaison for the local Aboriginal community
- Assisting, where needed, with introducing the Collectors to the local Aboriginal population
- Assisting households who request an Aboriginal person to help them complete the Census form