



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

BUDJ BIM WORLD HERITAGE EXECUTIVE OFFICER

POSITION DETAILS

Position Title:	Budj Bim World Heritage Executive Officer
Hours:	Full time, 38 hours per week
Salary:	\$95,000 - \$100,000 plus Super, negotiable subject to qualification and experience
Employment Type:	Ongoing, subject to performance and funding availability
Location:	248 Condah Estate Road Breakaway Creek VIC 3303
Reports to:	Executive Manager of Mirring (Country)

ABOUT GMTOAC

Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC (GMTOAC) was established by the Gunditjmara in 2005 asserting sovereignty to continue connection to, care and protect Gunditjmara Country and to progress rights and interests in cultural identity, social justice, native title, cultural heritage and land justice for Gunditjmara Country and its peoples. Through GMTOAC, Gunditjmara ensure that our cultural obligations and responsibilities which arise from Gunditjmara Country. Under Gunditjmara lore/law, custom and beliefs are upheld and recognised for the protection and benefit of traditional lands and waters and to show respect to Gunditjmara Ancestors and Elders.

GMTOAC maintains a strong connection between the Gunditjmara Native Title holders, Gunditjmara Country and staff who are a conduit protecting, progressing and documenting the continuing culture, traditions, language, crafts and practices of the Gunditjmara. The organisation is a not-for-profit organisation with a commercial subsidiary company, Gunditj Mirring Services T/as Budj Bim Cultural Landscape Tourism (BBCLT). The organisation is responsible to its members, the Native Title holders of the Gunditjmara Country in Southwest Victoria.

The United Nations Educational, Scientific and Cultural Organisation World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities for GMTOAC to manage significant Gunditjmara Country and share it with the world through tourism enterprises. Alongside recognition of other GMTOAC programs, the World Heritage listing has elevated an already unique work experience on Gunditjmara Country, bringing global potential and responsibilities. Gunditjmara Country is a unique place with universal heritage values. The cultural landscape demonstrates how Gunditjmara worked with the natural resources and environment of the Victorian Southwest region to establish a permanent infrastructure of human society over the past 30,000 years and beyond. With the increased exposure of this World Heritage site, it has allowed GMTOAC to rapidly expand with future growth and strong management needed to ensure the opportunities are utilised for the benefit of the community.

POSITION SUMMARY

The Budj Bim World Heritage Executive Officer (Executive Officer) is an employee of the GMTOAC and whose role is to implement and ensure compliance of the Budj Bim Cultural Landscape World Heritage Strategic Management Framework and to provide secretariat support to the Budj Bim World Heritage Steering Committee (Steering Committee). The role would also provide leadership to the two Budj Bim World Heritage Officers, support the committee, the

organisation, its members and Gunditjmara with the understanding and implementation of the Framework.

Reporting to the Executive Manager of Mirring, you will assist GMTOAC's members, Gunditjmara and GMTOAC staff to be engaged and ensure participation in the protection and management of the Budj Bim Cultural Landscape.

The Executive Officer and the Steering Committee will ensure Budj Bim is managed and protected according to the requirements of the *Environment Protection and Biodiversity Conservation Act* (1999) and the World Heritage Convention.

The Executive Officer and the Steering Committee will oversee operations of the Budj Bim Cultural Landscape World Heritage Strategic Management Framework, advise the State and Commonwealth Environment Ministers on the protection and promotion of Budj Bim, and provide input into initiatives that promote Budj Bim World Heritage values to national and international communities.

The Executive Officer will also work in partnership with other key stakeholders to promote the Budj Bim Cultural Landscape, particularly through Tourism and Caring for Country programs.

ROLE RESPONSIBILITIES

Activities & Accountabilities

The Budj Bim World Heritage Executive Officer will assist the Executive Manager of Mirring to implement the Budj Bim Cultural Landscape World Heritage Strategic Management Framework, project activities and accountabilities. The Executive Officer, on behalf of Gunditjmara, will coordinate and manage the activities of the Steering Committee as outlined below:

- Preparing minutes, reports, submissions, briefing notes and correspondence.
- Co-ordinating meetings and activities between Gunditjmara and key stakeholders, including government, the scientific community, the tourism industry, conservation groups and local community groups.
- Support the Commonwealth Department in providing technical advice in relation to referrals under the *Environment Protection and Biodiversity Conservation Act* (1999) and responding to World Heritage Committee requests for information on developments in the vicinity of the World Heritage property.
- Advise government and the World Heritage Centre on the management and administration of Budj Bim, including matters relevant to the outstanding universal value of the property. This includes requests from the World Heritage Centre such as State of Conservation and Periodic Reporting.
- Assist with the preparation of plans and activities that present and transmit the Outstanding Universal Value, including integrity, of the property to future generations.
- Manage and monitor financial operations for Budj Bim, including preparing and reporting on budgets, expenditure, revenue, assets and preparing and coordinating funding proposals and applications.
- Ensure compliance to the of the Budj Bim Cultural Landscape World Heritage Strategic Management Framework.
- Provide secretariat support to the Steering Committee
- The Executive Officer will provide leadership and be supported by two World Heritage Rangers employed by GMTOAC.

These key responsibilities and performance standards may be modified from time to time to ensure that the desired project outcomes are achieved.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions.
- To co-operate with their employer in relation to any action taken to comply with the

OH&S Act.

- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Identify risk and be able to manage and escalate issues.
- Not wilfully place at risk the health and safety of any person at the workplace.
- Report all safety hazards and risk exposures, including losses to their supervisor.
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
- All staff are required to actively reduce GMTOAC's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.
- Correctly use and wear any personal protective gear/equipment at all times.

KEY SELECTION CRITERIA

Qualifications

A relevant qualification from a recognised tertiary institution is desired.

Specialist/Technical Expertise

- An awareness and understanding of historic and current issues affecting Gunditjmara and Gunditjmara Country; as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society in order to communicate effectively and sensitively with Gunditjmara and other stakeholders.
- Have the ability or proven experience to effectively communicate and work with GMTOAC members and Gunditjmara, in person, in writing and on the phone or social media platforms, will be highly regarded.
- An understanding of the GMTOAC, its operations and activities.
- Experience working with government departments or agencies to achieve mutually beneficial outcomes is desirable.

Knowledge and Skills

- Written Communication – prepare project briefs, reports, service plans, and policy options and recommendations on complex issues which are clear, exhaustive, and provide strong support for a preferred position or action.
- Project Management – develops and manages key projects, liaising with team members, anticipating and addressing issues, and negotiating key elements with stake holders to ensure project objectives are achieved.
- Stakeholder Management – manages development and implementation of stakeholder initiatives, creates lasting relationships with stakeholder groups, and partners stakeholders to broker shared solutions in new areas.
- Verbal Communication – builds effective relationships with a diverse range of stakeholders and confidently argues complex concepts, negotiating with tact and diplomacy on difficult issues.
- Problem Solving – develops and evaluates solutions with consideration for likely business impacts, developing contingency plans and ensuring stakeholders are actively engaged in the problem-solving process.
- Influence and Negotiation – uses leadership and expertise to effectively address stakeholder issues, influencing others to identify opportunities and broker long-lasting solutions.
- Interpersonal Skills – uses insight to build common understanding with groups and individuals and addresses difficult or sensitive topics in a way that provides a sound basis for mutual solutions.

- Ability to negotiate and resolve conflict constructively, work in a tactful and diplomatic manner and respond appropriately when dealing with sensitive matters.
- Organisation and self-management skills including the ability to prioritise duties and meet deadlines.
- Sound use of Information Technology applications including Internet, Email, Calendar, Microsoft Office (365, Word, Excel, PowerPoint etc.).
- Ability to work both independently and as a member of a team, take responsibility, display initiative, set goals and manage competing priorities.
- Ability to comply with policies and procedures, legislation and regulations.

These key responsibilities and performance standards may be modified from time to time to ensure that the desired project outcomes are achieved.

Conditions of Employment

- Must have a Victorian Drivers Licence.
- Ability to obtain a positive National Police and Working with Children Check.
- This is an identified position under the 'special measures' section 12 of the *Equal Opportunity Act 2010*. Aboriginal and/or Torres Strait Islander people are encouraged to apply. Applicant must be able to demonstrate:
 - An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples.
 - An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

Eligibility

Successful applicants must be able to provide proof that they are of Aboriginal and/or Torres Strait Islanders descent; identify as an Aboriginal and/or Torres Strait Islander; and are accepted by their community as Aboriginal and/or Torres Strait Islander.

GMTOAC is an equal opportunity employer – If you believe you may be unable to achieve a positive check result, we have the ability to review your results and act with discretion. This allows us to employ staff only if we consider the outcome of this record will not have any negative impact to GMTOAC operations or reputation, or the role the staff member is completing.

Applicants must submit a CV and a cover letter (maximum 2 pages) detailing their suitability for the role, specifically addressing the Key Selection Criteria or main responsibilities of the position.

This position will close at 5.00pm on Monday, 24 February 2025

SIGNED

Employee name

Employee signature

Date

Chief Executive Officer signature

Date