**GUNDITJMARA SEA COUNTRY INDIGENOUS PROTECTED AREA DEVELOPMENT COORDINATOR**

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| **Position Title** | Gunditjmara Sea Country Indigenous Protected Area (IPA) Development Coordinator |
| **Job Type** | Ongoing, subject to performance and funding availability |
| **Hours of Work** | Full time, 38 hours per week |
| **Salary** | Between $83,500 and $95,000 per annum – subject to qualifications and experience, plus salary packaging and superannuation |
| **Award** | Clerks Private Sector Award – Level 4 |
| **Reports to** | Budj Bim World Heritage Executive Officer |
| **Location** | Gunditj Mirring Traditional Owners Aboriginal Corporation (GMTOAC) 248 Condah Estate Road Breakaway Creek VIC 3303 or any other GMTOAC premise as required |

**ABOUT GMTOAC**

GMTOAC was established by the Gunditjmara people in 2005 asserting our Sovereignty to continue our connection to care and protect Gunditjmara country and to progress our rights and interests in our cultural identity, social justice, native title, cultural heritage, and land justice for our Gunditjmara country.

Through GMTOAC, Gunditjmara people ensure that our cultural obligations and responsibilities which arise from Gunditjmara country and under Gunditjmara lore, custom and beliefs are upheld and recognised for the protection and benefit of our traditional lands and waters and for our respect to our Gunditjmara ancestors and for our Elders.

Gunditjmara country is a dynamic place in far south-western Victoria which includes volcanic plains, a dramatic coastline, Sea Country (Nyamat Mirring), limestone caves, forests and rivers. Gunditjmara are a living community stretching back more than 30,000 years with strong connections to Nyamat Mirring.

**POSITION SUMMARY**

The Gunditjmara Sea Country IPA Development Coordinator will be employed by GMTOAC to work in partnership with Eastern Marr Aboriginal Corporation (EMAC) to support Traditional Owners in the planning and development of a Sea Country IPA . This is a newly established role within GMTOAC, and will require experience in working with Traditional Owners, an understanding of Sea Country, an ability to develop strategic planning documents, and an ability to engage with a wide range of stakeholders and partners.

**POSITION REQUIREMENTS**

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| Key roles and responsibilities | * Provide advice and support to GMTOAC and EMAC staff and members in the planning and establishment of a dedicated Sea Country IPA. * Coordinate consultations for the development of a Sea Country IPA area, including progress towards the development of plan of management with GMTOAC and EMAC staff, members and project partners. * Establish and coordinate IPA governance arrangements to ensure strong community ownership over the proposed area, including an IPA Advisory Committee and organisational Working Group. * Work with a range of organisational staff, consultants and GMTOAC and EMAC communities as part of the Sea Country IPA development process. * Plan country visits to support reconnection of community with Sea Country, identifying values, concerns and interests around current and future management. * Liaise with staff of government agencies, community organisations, regional stakeholders and the general public on matters relevant to the proposed IPA. * Identify new partnerships and funding opportunities to support IPA management and planning. * Develop and maintain good working relationships with partner agencies to meet program and organisational objectives. * Provide training and education opportunities to build capacity in all areas of Sea Country management. * Support relevant staff with their day-to-day roles and responsibilities as a supervisor and/or mentor. * Coordinate on ground biodiversity and cultural heritage activities as required. * Manage budgets and reporting for assigned projects and allocated funding, including the preparation of funding acquittals. * Promote responsible work practices to ensure a healthy and safe work environment while on country. |
| Skills and Qualifications | * Relevant qualifications and/or at least five years demonstrated professional competence in ecology, environmental science, natural and cultural resource management, community development or related fields. Experience in marine and coastal environment will be highly regarded. * Demonstrated experience in strategic planning processes, including the development of plans. * Demonstrated ability to build effective relationships, negotiate and provide high level advice. * Excellent communication skills, including strong presentation and facilitation skills. * Experience working with government departments or agencies to achieve mutually beneficial outcomes. * An ability to manage multiple and competing priorities. * An ability to work both independently and as part of a team. * Sound computer skills and computer literacy. |

**ORGANISATIONAL REQUIREMENTS**

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| **Applicants must have** | * An awareness and understanding of historic and current issues affecting traditional owners and 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 Traditional Owners and other stakeholders. * An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations and activities. * Be committed to Aboriginal self-determination. |
| **Employee risk management responsibilities (including OH&S)** | * To take reasonable care for their own safety & 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 & 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 & 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. * Abide by any Covid-19 requirements. |
| **Conditions of Employment** | * Must have a Victorian Drivers Licence. * Ability to obtain a positive National Police and Working with Children Check. * Be Fully Vaccinated for Covid-19. * 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. * 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. Applicants 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. |

**ACKNOWLEDGEMENT**

I have read and understand the requirements of the role as outlined within this Position Description.

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| Employees Name |  |
| Employees Signature and Date |  |
| CEO signature and date |  |