**INVASIVE SPECIES PROJECT OFFICER**

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| **Position Title** | Invasive Species Project Officer |
| **Employment Type** | Ongoing, subject to performance and funding availability |
| **Hours of Work** | Full time, 38 hours per week |
| **Salary** | Between $73,500 and $89,500 per annum - subject to qualifications and experience, plus salary packaging and superannuation |
| **Award** | Miscellaneous Award 2020 – Level 4 |
| **Reports to** | Budj Bim and IPA Planning Manager |
| **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**

The Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC (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.

The UNESCO World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities at GMTOAC. Alongside GMTOAC’s successful and innovative programs and projects, the Budj Bim World Heritage listing elevates an already unique work experience on Gunditjmara country to global recognition and responsibilities. The Budj Bim Cultural Landscape is a unique place with universal heritage values that demonstrate how Gunditjmara people worked with the natural resources and environment of the Victorian Southwest region to establish a permanent place 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 greatly expand over the past two years with future growth, opportunities, and expansion to rapidly increase within the next few years.

**POSITION SUMMARY**

The role of the Invasive Species Project Office sits within the Mirring Program – a multidisciplinary team within GMTOAC that progresses management of Country in line with the strategic direction of GMTOAC, its Board and Members.

This is a newly created role that will oversee the implementation of GMTOAC’s invasive species program across the Budj Bim Cultural Landscape, and GMTOAC-owned properties in particular. The Invasive Species Project Officer will also be a key contact to build relationships with our partners to deliver a cross-tenure invasive species program and work closely with DELWP and Parks Victoria on invasive species projects across Gunditjmara Country.

**POSITION REQUIREMENTS**

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| Key roles and responsibilities | * Manage and implement GMTOAC’s Invasive Species Project, including directing and undertaking weed management activities across the Budj Bim Cultural Landscape, as well as project planning, financial management and reporting.
* Coordinate invasive species work across GMTOAC’s properties, including working with Winda Mara Aboriginal Corporation’s Budj Bim Rangers as well as GMTOAC’s World Heritage Rangers and other staff in line with GMTOAC’s weed management strategy and in collaboration with project partners.
* Support and mentor GMTOAC staff to build knowledge and capacity in invasive species management, including organising relevant training and facilitating on-country learning opportunities.
* Work with GMTOAC’s project partners, including PV, DELWP and GHCMA to support invasive species project across Gunditjmara Country more broadly.
* Work collaboratively with GMTOAC staff to ensure policies and procedures for invasive species management are in place and align with the Corporations strategic direction, including World Heritage management requirements.
* Support and/or lead the development of investment bids to fund future invasive species management.
* Work Health and Safety responsibilities as identified in policies and procedures.
* All other duties as required.
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| Skills and Qualifications | * Relevant qualifications and/or at least five years demonstrated professional competence in invasive species management, environmental science or natural and cultural resource management.
* Experience in implementing on-ground invasive species management projects.
* Proven ability to manage projects, including financial management, monitoring and evaluation and reporting.
* Demonstrated verbal and written communication skills and ability to work effectively with a range of community-based organisations, government and industry partners.
* Strong organisational skills including the ability to prioritise work, manage multiple tasks and competing priorities, and meet deadlines.
* Demonstrated ability to take initiative and work independently when required but also to work cooperatively with others as part of a team, including developing close working relationships with project delivery partners.
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**ORGANISATIONAL REQUIREMENTS**

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| **Applicants must have** | * An awareness and understanding of historic and current issues affecting Gunditjmara people 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 Gunditjmara people and other stakeholders.
* An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations and activities.
* Be committed to Aboriginal self-determination.
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| **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.
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| **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.
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**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 |  |