



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

GARIWERD PROJECT OFFICER

POSITION DETAILS

Position Title: Gariwerd Project Officer

Hours: Full time, 38 hours per week

Salary: \$80,000 - \$90,000 per annum plus superannuation. Salary Packaging is available. Clerks Private Sector Award, Level 5

Employment Type: Fixed-term, 18-month, subject to performance and funding availability

Location: 248 Condah Estate Road Breakaway Creek, Budj Bim Cultural Landscape (Gunditjmara Country) and other GMTOAC properties as required.

Reports to: Budj Bim IPA and Planning Manager

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 Gariwerd Project Officer is part of the Mirring Program, a multidisciplinary team within GMTOAC responsible for progressing the management of Country in line with the strategic direction of GMTOAC, its Board and Members.

The role will support GMTOAC and Gunditjmara in their contribution to caring for Gariwerd through the established partnership approach between GMTOAC, Parks Victoria, Barengi Gadjin Land Council and Eastern Maar Aboriginal Corporation. The role will also contribute to the planning, design and delivery of the Grampians Fire Recovery Program and implementation of the Greater Gariwerd Landscape Management Plan and to represent GMTOAC at the Gariwerd Working Group (along with other GMTOAC representatives), following up meeting actions and coordination among Gariwerd Traditional

Owner Corporations and Parks Victoria, providing formal and informal liaison functions in between meetings.

ROLE RESPONSIBILITIES

KEY RESPONSIBILITIES

- Be a key operational point of contact for GMTOAC for the Grampians (Gariwerd) Fire Recovery Program and Greater Gariwerd Landscape Management Plan prioritisation and implementation
- Within the context of the Gariwerd Working Group, work with *Parks Victoria* to develop, guide, facilitate and/or coordinate any collective and common planning and project initiatives, including bio-cultural landscape, conservation and cultural heritage programs
- Work with other organisations and/or consultants to develop, facilitate or coordinate any collective and common planning and project initiatives related to the projects.
- Participate in the Gariwerd Working Group forum and other Gariwerd project related forums (as required), following up meeting actions and coordination among Gariwerd Traditional Owner Corporations and Parks Victoria
- Promote and advocate for GMTOAC and Gunditjmara, our ways of working and aspirations and assertions.
- Support ongoing collaborative communication and engagement with Parks Victoria on other relevant land management matters
- Ensure reporting obligations are met under the Gariwerd Engagement Coordinator Funding Agreement.
- Develop and maintain relationships, as well as represent GMTOAC with relevant agencies.
- Manage logistics and requirements for running effective engagement activities related to Grampians (Gariwerd) Fire Recovery Program and GGLMP implementation with GMTOAC and Gunditjmara community
- Work Health and Safety responsibilities as identified in policies and procedures
- Equity and diversity responsibilities as identified in policies and procedures
- All other duties as required and agreed to with management

KEY SELECTION CRITERIA

Qualification, Experience, Knowledge & Skills

The essential experience, knowledge, skills, and qualifications required to successfully fulfil the responsibilities of the position are:

- i. Excellent interpersonal and communication skills, with demonstrated ability to work collaboratively with a diverse range of people and develop close working relationships with project delivery partners
- ii. Experience in coordinating and implementing projects
- iii. Demonstrated verbal and written communication skills and ability to work effectively with a range of community-based organisations, government and industry partners
- iv. Strong organisational skills including the ability to prioritise work, manage multiple tasks and competing priorities, and meet deadlines
- v. Demonstrated ability to take initiative and work independently when required but also to work with others as part of a team
- vi. An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations and activities
- vii. 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.

Conditions of Employment

- Must hold a current Victorian Drivers Licence.
- Ability to obtain a satisfactory National Police and Working with Children Check.
- Ability to travel and attend meetings outside normal business hours when required.

Eligibility

- Appointments are subject to satisfactory completion of relevant screening checks.
- The filling of this position is intended to constitute a special measure under section 8(1) of the *Racial Discrimination Act 1975* (Cth), and s12 of the *Equal Opportunity Act 2010* (Vic) and s8(4) of the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

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 on Sunday, 1 November 2026.

Acknowledgement

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

SIGNED

Employee's name

Employee's signature

Date

CEO's signature

Date