



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

BUDJ BIM INDIGENOUS PROTECTED AREA & PLANNING MANAGER

POSITION DETAILS

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|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title: | Budj Bim Indigenous Protected Area & Planning Manager |
| Hours: | Full time, 38 hours per week |
| Salary: | \$85,000 to \$95,000 negotiable per annum, depending on experience |
| Employment Type: | Specified period for 12 months, with on-going employment subject to performance and funding availability |
| Location: | Gunditj Mirring Traditional Owners Aboriginal Corporation office, located at 248 Condah Estate Road Breakaway Creek and other GMTOAC properties as required. |

Send completed applications addressing the Key Selection Criteria to: Trudy Thorp, Human Resources and Risk Manager via email trudy@gunditjmirring.com

Closing Date: Sunday 13th February 2022.

ORGANISATION SUMMARY

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 Budj Bim Indigenous Protected Area (IPA) and Planning Manager is an employee of the Gunditj Mirring Traditional Owners Aboriginal Corporation (GMTOAC) and supports the organisation, its members and Gunditjmara native title holders to deliver a range of environmental and cultural programs across the GMTOAC estate, including the implementation of the Budj Bim IPA Plan of Management. This work contributes towards maintaining the health and integrity of the World Heritage listed Budj Bim Cultural Landscape.

IPAs are areas of land and sea managed by Indigenous groups as protected areas for biodiversity conservation through voluntary agreements with the Australian Government. The IPAs managed by GMTOAC are the Peters, Kurtonitj, Lake Condah Mission, Lake Condah, Allambie and Lake Gorrie

properties which cover 2,700 hectares of cultural significant land within the World Heritage listed Budj Bim Cultural Landscape.

This position requires a flexible and adaptable person to facilitate Traditional Owners' aspirations for looking after country, through the coordinated design, delivery and reporting of a cultural and natural resource management program for the Budj Bim IPA and more broadly across the GMTOAC estate where required. The IPA and Planning Manager should have an understanding of Gunditjmara people and culture, and experience in natural and cultural resource management.

ROLE RESPONSIBILITIES

- Reports to and receives direction from the Executive Manager of Programs.
- Liaises with GMTOAC staff, Members, community and the Board of Directors as required.
- Represents GMTOAC in meetings, conferences and other forums as required.
- Develops and maintains effective, culturally appropriate working relationships with Members, Native Title holders and community to ensure they are engaged and/or kept informed regarding IPA management and planning where relevant.
- Oversees the implementation, review and renewal of the Budj Bim IPA Plan of Management and the development of other management plans as required by GMTOAC.
- Coordinates annual IPA Advisory Committee meetings with a range of staff, Members, partners and stakeholders.
- Together with the IPA Advisory Committee and other staff, develops an annual works program in line with the IPA Plan of Management and other management plans as required.
- Ensures the effective management of the IPA estate through natural and cultural resource management activities including the integration of traditional ecological knowledge, cultural heritage management, fire management, pest plant and animal control, waterway and wetland management, training and research, and asset management.
- Develops and coordinates specific projects and research opportunities as required.
- Oversees the coordination of the Gunditj Mirring Land Management Crew and works in collaboration with the Winda Mara Aboriginal Corporation Budj Bim Rangers to implement the annual IPA work plan.
- Supports relevant staff with their day-to-day roles and responsibilities as a supervisor and/or mentor.
- Works collaboratively with other GMTOAC staff to support management of the Budj Bim IPA and GMTOAC estate more broadly, including:
 - World Heritage Executive Officer and World Heritage Rangers
 - Aboriginal Water Officer
 - Country Planning and Engagement Officer
 - Land Management Coordinator.
- Manages budgets and reporting for assigned projects and allocated funding, including the preparation of funding acquittals.
- Identifies new partnership and funding opportunities to support IPA management and planning more broadly across the Gunditj Mirring estate.
- Develops and maintains good working relationships with partner organisations and government agencies to meet program and organisational objectives.
- Promotes responsible work practices to ensure a healthy and safe work environment while on country.

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

KEY SELECTION CRITERIA

The key selection criteria specified below outline the capabilities required for the position.

Qualifications:

Relevant qualifications and/or at least five years demonstrated professional competence in ecology, environmental science, natural resource management, community development or related fields.

Specialist/Technical Expertise:

- An awareness and understanding of the impact of colonisation, and the historical 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.
- Have the ability or proven experience to effectively communicate and work with GMTOAC members and native title holders, in person, in writing and on the phone or social media platforms, will be highly regarded.
- Must have demonstrated experience in establishing partnerships and/or effectively engaging with Gunditjmara people and building Gunditjmara community capacity with a community development approach.
- An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations and activities.
- Experience working with government departments or agencies to achieve mutually beneficial outcomes is desirable.

Knowledge and Experience

- Knowledge and experience in the development and implementation of strategic planning processes.
- Demonstrated experience and confidence in working with Aboriginal communities and coordinating on-ground natural and cultural resource management activities that help protect, restore and/or enhance an area's natural and cultural values.
- Proven capacity to organise, plan and manage multiple projects, including financial management, monitoring and evaluation, and reporting requirements.
- Well-developed written and oral communication skills to work effectively with a range of community-based organisations, government, industry and research organisations.
- Well-developed problem solving, sound judgment and risk management skills and experience.
- Ability to work both independently and as a member of a team, take responsibility, display initiative, set goals and manage competing priorities.
- Experience in managing a team to deliver agreed outcomes, including experience and commitment in Indigenous capacity building through mentoring, training, and development.
- Sound skills and experience in using Microsoft Office (Word, Excel, PowerPoint etc) and geographic information systems.
- Strong understanding of WHS policies and procedures and actively contribute to a safe and respectful workplace.

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
- Abide by any Covid-19 requirements, restrictions, mandates, orders, legislation and guidelines

Eligibility:

This is not an identified position, but successful applicants must be able to provide evidence that they have worked with, managed and supported Aboriginal and/or Torres Strait Islander people and understand the historic and current issues affecting Gunitjmarra people and country, as well as the broader Australian Aboriginal and Torres Islander community.

Applications for this position are invited from suitably experienced and qualified applicants. Aboriginal or Torres Strait Islander people are encouraged to apply.

Appointments are subject to satisfactory completion of relevant screening checks.

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 as per the Mandatory Vaccination Directions

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.

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