**COUNTRY PLANNING AND ENGAGEMENT OFFICER**

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| **Position Title** | Country Planning and Engagement 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** | Clerks Private Sector Award – Level 4 |
| **Reports to** | Manager Heritage, Policy and Research |
| **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 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 ensure that our cultural obligations and responsibilities which arise from Gunditjmara Country and under Gunditjmara lore/law, 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 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 Country Planning and Engagement Officer has the key role for building community capacity, increasing participation and driving best practice engagement across the organisation to ensure Gunditjmara rights, interest, knowledge and skills are informing cultural landscape management planning and delivery. This is an identified role (see conditions of employment below).

**POSITION REQUIREMENTS**

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| Key roles and responsibilities | Incorporate Gunditjmara goals, values and objectives into cultural landscape policy, strategy and projects by:* Providing advice and assisting GMTOAC staff in coordinating community engagement activities to support the inclusion of Gunditjmara rights, interests and knowledge and skills into cultural landscape management activities.
* Providing support to and participating in the development and implementation of GMTOAC Nyamat Mirring (Sea Country) and Mirring (Country) plans.
* Working with GMTOAC’s project partners, including PV, DEECAP and GHCMA to support cultural landscape management planning and project implementation across Gunditjmara Country more broadly.
* Engaging with other agencies and stakeholders to support partnerships which increase Gunditjmara engagement and connectedness, advocacy and collaboration.
* Undertaking reporting and providing input into investment bids to fund future cultural landscape management works.
* Working collaboratively with GMTOAC staff.
* Ensuring Work Health and Safety responsibilities are applied as identified in policies and procedures.
* Carrying out all other duties as required.
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| Skills and Qualifications | * Relevant qualifications and/or at least five years demonstrated professional experience in environmental science, natural and cultural resource management, cultural heritage management or community development.
* Demonstrated strong verbal and written communication skills.
* Experience in building strong and effective relationships with a range of community-based organisations, government and industry partners.
* Experience in incorporating traditional owner values into project delivery.
* Ability to manage and deliver projects.
* 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.
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**ORGANISATIONAL REQUIREMENTS**

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| **Applicants must have** | * An awareness and understanding of historic and current issues affecting Gunditjmara and Country, as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society, to communicate effectively and sensitively with Gunditjmara and other stakeholders.
* An understanding of GMTOAC, 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 *Occupational Health & Safty Act 2004*.
* 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.
* 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.
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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 |  |