



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

EXECUTIVE MANAGER OF MIRRORING (COUNTRY)

POSITION DETAILS

Position Title:	Executive Manager of Mirring (Country)
Hours:	Full-time, 38 hours per week
Salary:	\$140,000 per annum plus Super, subject to experience and qualification, salary packaging is available
Employment Type:	Fixed term (24 months), subject to performance and funding availability
Location:	248 Condah Estate Road Breakaway Creek VIC 3303 and other GMTOAC properties as required
Reporting to:	Chief Executive Officer

ABOUT GMTOAC

Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC (GMTOAC) was established by the Gunditjmara in 2005 asserting Sovereignty to continue connection to, care and protect Gunditjmara Country and to progress rights and interests in cultural identity, social justice, native title, cultural heritage and land justice for Gunditjmara Country and its peoples. Through GMTOAC, Gunditjmara ensure that our cultural obligations and responsibilities which arise from Gunditjmara Country. Under Gunditjmara lore/law, custom and beliefs are upheld and recognised for the protection and benefit of traditional lands and waters and to show respect to Gunditjmara Ancestors and Elders.

GMTOAC maintains a strong connection between the Gunditjmara Native Title holders, Gunditjmara Country and staff who are a conduit protecting, progressing and documenting the continuing culture, traditions, language, crafts and practices of the Gunditjmara. The organisation is a not-for-profit organisation with a commercial subsidiary company, Gunditj Mirring Services T/as Budj Bim Cultural Landscape Tourism (BBCLT). The organisation is responsible to its members, the Gunditjmara Native Title holders of the Gunditjmara Country in Southwest Victoria.

The United Nations Educational Scientific and Cultural Organisation World Heritage listing of the Budj Bim Cultural Landscape (BBCL) in July 2019 has consolidated opportunities for GMTOAC to manage significant Gunditjmara Country and share it with the world through tourism enterprises. Alongside recognition of other GMTOAC programs, the World Heritage listing has elevated an already unique work experience on Gunditjmara Country, bringing global potential and responsibilities. Gunditjmara Country is a unique place with universal heritage values. The cultural landscape demonstrates how Gunditjmara worked with the natural resources and environment of the Victorian Southwest region to establish a permanent infrastructure 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 rapidly expand with future growth and strong management needed to ensure the opportunities are utilised for the benefit of the community.

POSITION SUMMARY

This position is part of GMTOAC's Leadership Team providing leadership and strategic oversight to multiple programs. Working with the GMTOAC Board, CEO and Program Managers, the position will develop and implement organisational strategic vision, policies, plans and procedures. The position ensures strategic initiatives for each of the Programs, align with the overall strategic and business direction of the organisation and achieve performance targets and objectives. The

position will ensure strategy enables innovative and sustainable service delivery, that meets the requirements of the organisation and community.

Reporting directly to the CEO, the primary role of the Executive Manager of Mirring is to provide leadership, guidance, and support across GMTOAC programs, as well as working across the organisation to drive outcomes and sustainability through engagement and collaborative effort with employees at all levels in the organisation.

This position will assist in advancing the change agenda of the organisation and will also play a key role in collaborating with all levels of management in implementing, monitoring, and reviewing organisational strategies. This includes ensuring inter-departmental collaboration beyond individual portfolios, particularly in carrying out organisational improvement initiatives and risk management processes.

ROLE RESPONSIBILITIES

Activities & Accountabilities

Programs

The Executive Manager of Mirring will oversee the following Unit Programs and all staff that work under these:

- Cultural Heritage/Statutory Services
- Budj Bim IPA and Planning
- Budj Bim World Heritage
- Facilities and Maintenance
- Sea Country IPA and planning
- And as directed

Knowledge & Learning

- Oversee the delivery and management of projects, in line with the project logic methodology.
- Coordinate internal and external resources associated with the delivery of assigned projects.
- Lead specific programs/ projects as required.
- Research and develop new project/program proposals.
- Identify new opportunities – funding, partnership projects etc.
- Assist with the development of a sustainable funding model.
- Work with the Human Resources and Risk Management Officer to ensure the Risk Management of the organisation is compliant with the Risk Management Framework and other required Governance and Legislative requirements.
- Deliver projects on time, within budget.
- Develop and maintain links and networks (internal and external) needed to meet project/program objectives.
- Manage project budget allocation for assigned projects, including preparation of financial status reports for the Finance Manager, CEO and Board of Directors.
- Coordinate all procurement activity associated with the delivery of assigned projects to maintain a central point of contact, registration of procurement activity and to ensure all relevant policies and procedures are adhered to.
- Ensure the effective management of the GMTOAC estates.
- Ensure the effective management of Cultural Heritage.
- Assist and facilitate media and communications requests for information relating GMTOAC

Stakeholder Management

- Strengthen relationships and opportunities for procurement with government (State and local) and private sector, building on the specific strengths of the Aboriginal businesses.
- The Executive Manager of Mirring may be called upon to be GMTOAC's representative in meetings with other organisations, government departments and stakeholders in relation to Gunditjmarra interests.

Operational and Financial Management

- Adhere to finance delegations, policies and procedures including invoice processing, tracking, and reporting.
- Manage financial reporting and budgets in partnership with GMTOAC's Finance Manager.
- Provide regular written progress status reports and per funding guidelines and monthly Board reports.
- Management of contractual agreements with stakeholders and contractors.
- Working with other members of Leadership Team, provide advice on policy submissions and funding applications.

Leadership Expectations

All employees with Leadership responsibility are required to:

- Follow all specified Human Resource Policies & Procedures.
- Manage employees in a consistent and transparent manner, setting clear targets & behavioural expectations.
- Conduct formal performance appraisal with set KPI's and individual development plan by May each year and conduct a mid-year progress review in November.
- Effectively manage employee time & attendance and leave applications.
- Consistently manage the performance of all team members to ensure equity in work allocation.
- Be willing to complete an Acting CEO role when requested.

Organisational Management

- Develop program, project and work plans to ensure that the strategic objectives and operational responsibilities of the organisation are met.
- Attend regular staff meetings and other required meetings to inform staff of directives and to monitor staff morale.

Administration

- Contribute to the effective administration of GMTOAC including maintaining good electronic and paper filing and other duties as requested by the CEO.

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

Qualification and/or experience

- Extensive senior management or executive leadership experience in a community, cultural, or Project Management setting.
- Experience working in a service delivery setting with Aboriginal and Torres Strait Islander (preferred) or culturally and linguistically diverse communities.
- Experience in the leadership, coaching/mentoring and performance management of staff, professionals, and specialists.
- Postgraduate level qualification (preferred) in a relevant discipline including Business, Commerce and /or Project Management.
- Knowledge of safe and appropriate cultural practices for Aboriginal and Torres Strait Islander focused services.

Specialist/Technical Expertise

- An awareness, knowledge and understanding of historic and current issues affecting Gunditjmarra and Country; as well as the broader Australian Aboriginal and Torres Strait Islander

community and their relationships with the broader Australian society to communicate effectively and sensitively with Gunditjmara 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.
- An understanding of GMTOAC, its operations and activities.
- Experience working with government departments or agencies to achieve mutually beneficial outcomes is desirable.
- Skills, knowledge and experience relevant to business development, economic development of community.
- Sound understanding of project management and associated tools.
- Demonstrated ability to prepare well-written, timely, concise, accurate and audience-appropriate briefings and reports.

Knowledge and Skills

- Strong leadership skills and the ability to influence and negotiate organisational decision making.
- Ability to demonstrate resilience and meet targets and objectives within a fast-paced, pressured environment.
- Has demonstrated experience in administration and the provision of the full range of administrative and operational support functions with attention to detail.
- Has demonstrated experience in development and implementation of Strategic and Business plans.
- Excellent communicator across all areas with the ability to manage stakeholders at all levels of the organisation and continually liaises with key stakeholders to ensure full understanding of the issues.
- Exceptionally strong time management and organisational skills with the ability to balance and prioritise competing needs.
- Strong written and verbal communication skills with exceptional attention to detail.
- Has highly completed computer skills including MS Office, Outlook and social media applications.
- Takes initiative and can deal with complex issues, schedule own work, exercise judgement and work under limited direction.
- Be able to work part of a team and support constant improvement in the team's economic and business development practice.

Professional Attributes

At all times, the Executive Manager of Mirring (Programs) will be expected to perform their duties with high standards of honesty, respect and integrity and in line with the organisations Code of Conduct. They will maintain a positive attitude and be a self-starter who can work well independently and as part of a team.

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.

- Correct use and wearing of any personal protective gear/equipment and uniform at all times.

The Executive Manager of Mirring will maintain confidentiality and be trusted with sensitive information.

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).
- 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 Gunditjmarra 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.

Conditions of Employment

- Must have a Victorian Drivers Licence.
- Ability to obtain a positive National Police and Working with Children Check.

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 at 5.00pm on Monday, 24 February 2025.

SIGNED

Employee's name:

Employee's signature:

Date:

CEO's signature:

Date: