



# GUNDITJ MIRRORING

Traditional Owners  
Aboriginal Corporation  
RNTBC

## POSITION DESCRIPTION

### ECONOMIC DEVELOPMENT PROJECT OFFICER

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#### POSITION DETAILS

<b>Position Title:</b>	Economic Development Project Officer
<b>Hours:</b>	Full time, 38 hours per week
<b>Salary:</b>	\$80,000 - 85,000 per annum plus Super, negotiable subject to qualification and experience, Salary Packing is available
<b>Employment Type:</b>	Fixed term, 12 months
<b>Location:</b>	248 Condah Estate Road Breakaway Creek VIC 3303 and other GMTOAC properties as required
<b>Reporting to:</b>	Executive Manager of Planning and Development

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#### ABOUT GMTOAC

The Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC 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.

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#### POSITION SUMMARY

The primary role of the Economic Development Project Officer is to support business and economic development opportunities in line with GMTOAC's strategic planning and values.

The primary objective of the role will continue to develop and promote business opportunities and growth through Gunditjmara led planning and decision-making processes to increase employment, economic and social prosperity.

A key part of this role will be to ensure GMTOAC's ongoing sustainability through the management and development of its cultural heritage programs, tourism and develop, implement, and promote a strategic economic development framework.

The role will also work responsively with GMTOAC, Victorian Government, and agreed service providers.

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## **ROLE RESPONSIBILITIES**

### **Activities & Accountabilities**

- Support the development of a Gunditjmara Economic Strategy with a focus on future and current business and economic development opportunities (including benefit sharing):
- Creates a clearly defined path to parity and prosperity for GMTOAC
- Increased recognition of the social, cultural and economic values
- Regional accountability for social economic and cultural prosperity
- Supporting implementation of overarching business plan/s, for example (but not limited to):
  - Budj Bim Kooyang Aquaculture Centre Operations, Business and Marketing Plan
  - Gunditjmara Native Bush Foods Scoping Plan
  - Gunditjmara Business Growth and Incubator Grant Program
  - Projects relating to the Budj Bim Masterplan
- Represent GMTOAC as a key member of the organisation to support the development of future business opportunities
- Coordinating meetings with key stakeholders and supporters to ensure key internal resources are engaged to support business and economic development initiatives
- Work with the Senior Management Team to determine the workforce requirements of the portfolio and take action to ensure all resource requirements are in place for contractual agreements to be met
- Be able to work part of a team and support constant improvement in the team's business development practice

### **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.

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.

### Specialist / Technical Expertise

- 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.
- 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 the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations and activities.

### Knowledge and Skills

- Excellent communicator across all areas with the ability to provide support to GMTOAC members and native title holders.
- Has well developed computer skills including MS Office, Outlook and social media applications.
- Takes initiative and can deal with complex issues, while exercising judgement and working under limited direction.
- Project management – supporting the development and management of key projects, liaising with team members, anticipating and addressing issues, and negotiating key elements with stake holders to ensure project objectives are achieved.
- Organisation and self-management skills including the ability to prioritise duties, meet deadlines and deliver projects within budget.
- Follow all specified Policies and Procedures.
- Ensure the Risk Management of the organisation is compliant with the Risk Management Framework and other required Governance and Legislative requirements.

### 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.*

### Eligibility

- Appointments are subject to satisfactory completion of relevant screening checks.
- This is an identified position; successful applicants must be able to provide evidence that they are of Aboriginal and/or Torres Strait Islanders descent; identify as an Aboriginal and/or Torres Strait Islander; and are accepted by their community as Aboriginal and/or Torres Strait Islander.
- 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).

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 8 February 2026.

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**SIGNED**

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Employee's name

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Employee's signature

Date

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CEO's signature

Date