



# GUNDITJ MIRRORING

Traditional Owners  
Aboriginal Corporation  
RNTBC

## POSITION DESCRIPTION

### WEEYN YARKEEN (FIRE DREAMING) PROJECT OFFICER

---

#### POSITION DETAILS

|                         |                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>  | Weeyn Yarkeen (Fire Dreaming) Project Officer                                                                                      |
| <b>Hours:</b>           | Full time, 38 hours per week                                                                                                       |
| <b>Salary:</b>          | \$80,000 - \$90,000 per annum plus Super, Salary Packaging is available, negotiable subject to qualification and experience        |
| <b>Employment Type:</b> | Permanent                                                                                                                          |
| <b>Location:</b>        | 248 Condah Estate Road Breakaway Creek, Gunditjmara Country – Budj Bim Cultural Landscape and other GMTOAC properties as required. |
| <b>Reports to:</b>      | Budj Bim IPA and Planning Manager                                                                                                  |

---

#### 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.

---

#### POSITION SUMMARY

The Weeyn Yarkeen Project Officer role sits within the Mirring Program - a multidisciplinary team within GMTOAC that progresses management of Country in line with the strategic direction of GMTOAC, its Board and Members.

This role will lead the implementation of the Weeyn Yarkeen (Fire Dreaming) Strategy across the Budj Bim Cultural Landscape to continue the reinvigoration of cultural fire practice on Country. The Weeyn Yarkeen Project Officer will also be a key contact to build relationships and deliver fire related activities that support a regional partnership delivery model.

---

## ROLE RESPONSIBILITIES

### Activities & Accountabilities

- Implement key actions in the Weeyn Yarkeen Strategy to progress Gunditjmara interests in fire management across Gunditjmara Country
- Support Gunditjmara to engage and reinvigorate cultural fire knowledge and practices on Country, including training, capacity building and knowledge sharing activities
- Work with Gunditjmara, GMTOAC and Winda-Mara Aboriginal Corporations staff to undertake cultural burns across the Budj Bim Cultural Landscape
- Work with the Budj Bim IPA and Planning Manager and Facilities and Maintenance Manager to plan and undertake fuel reduction burns to protect assets across GMTOAC owned and managed properties as required, including maintenance of relevant fire and safety equipment and access tracks
- Implement and maintain monitoring and data management programs to record and evaluate the effectiveness and impact of fire management practices
- Support GMTOAC staff and Gunditjmara to undertake DELWP and other agency fire management training and skill development
- Maintain relationships and work with Parks Victoria, DELWP and CFA to implement fire management actions across the public land estate to support Gunditjmara fire management interests, including Budj Bim National Park and state forest reserves
- Engage in state-wide and regional initiatives to progress policy that supports Gunditjmara interests in fire management
- Manage specific projects as required, including development of funding bids, reporting and project acquittals
- 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

The essential experience, knowledge, skills, competencies and qualifications a person requires to successfully fulfil the responsibilities of the position are:

- i. Relevant qualifications and/or at least three years demonstrated professional competence in environmental science or natural resource management
- ii. Experience in coordinating and implementing conservation 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. Strong interpersonal skills and ability to work with a diverse range of people and develop close working relationships with project delivery partners
- vi. Demonstrated ability to take initiative and work independently when required but also to work cooperatively with others as part of a team
- vii. An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations and activities
- viii. 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.

## 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.

## 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 a designated 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.

## 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 on 8 February 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