



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

SENIOR POLICY & RESEARCH OFFICER

POSITION DETAILS

Position Title:	Senior Policy & Research Officer
Hours:	Full-time, 38 hours per week
Salary:	\$90,000 per annum plus superannuation. Salary is negotiable subject to qualification and experience. Salary packaging is available.
Employment Type:	Fixed-term, November 2026 - May 2027
Location:	248 Condah Estate Road, Breakaway Creek, and other GMTOAC properties as required.
Reports to:	Heritage, Research and Policy 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 Senior Policy and Research Officer reports to the Heritage, Research and Policy Manager and is primary responsibility for supporting GMTOAC Executive Management and programs through the development of strategic advice and policy response, as well as support GMTOAC research and native title interests.

ROLE RESPONSIBILITIES

Key Responsibilities

- Research, develop and draft position papers and policy to support the organisation and program objectives.
- Provide analysis, advice and recommendations on relevant government policy, strategies, legislation, and emerging issues and opportunities that are of interest to GMTOAC.
- Prepare documents, briefs, discussion papers, research papers, and reports for GMTOAC on complex and sensitive issues.
- Pro-actively identify, build and maintain positive relationships with key internal and external stakeholders, and develop options for implementing innovative partnership approaches.
- Analyse technical and policy papers, develop options and make recommendations.
- Develop and implement standalone projects within the portfolio.
- Establish collaborative working relationships and provide timely and professional advice to internal and external stakeholders on specific issues associated with each of the programs.
- Undertake other duties as requested.

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

Qualifications

A relevant tertiary qualification in a discipline such as natural and cultural resource management, cultural heritage, policy and governance and/or community development.

Specialist/Technical Expertise

- Awareness and understanding of historical and current issues affecting Gunditjmara and their Country; as well as the broader Australian Aboriginal and Torres Strait Islander community and their relationships with the broader Australian society in order to communicate effectively and sensitively with Gunditjmara and other stakeholders.
- Demonstrate ability or experience in communicating and working effectively with GMTOAC members and native title holders, in person, in writing and by phone and through social media platforms, will be highly regarded.
- An understanding of the GMTOAC, its operations and activities.
- Strong conceptual and analytical skills with a particular ability to analyse complex policy and program issues, interpret legislation and provide accurate and strategic advice.
- Experience working with government departments or agencies to achieve mutually beneficial outcomes is desirable.
- 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

- **Policy Skills:** Experience in policy development and research to meet organisational strategic, environmental and operational requirements.
- **Written Communication:** Prepares project briefs, reports, service plans, and policy options and recommendations on complex issues in a clear and concise manner.

- **Project Management:** Develop and manage projects, liaising with team members, anticipates and addresses issues, and negotiates key elements with stakeholders to ensure project objectives are achieved.
- **Stakeholder Management:** Manages the development and implementation of stakeholder initiatives, builds lasting relationships with stakeholder groups and works with stakeholders to broker shared solutions in new areas.
- **Verbal Communication:** Builds effective relationships with a diverse range of stakeholders communicates complex concepts confidently, negotiating with tact and diplomacy on difficult issues.
- **Problem Solving:** Develops and evaluates solutions with consideration for likely business impacts, developing contingency plans and ensuring stakeholders are actively engaged in the problem-solving process.
- **Influence and Negotiation:** Uses leadership and expertise to effectively address stakeholder issues, influencing others to identify opportunities and broker long-lasting solutions.
- **Interpersonal Skills:** Uses insight to build common understanding with groups and individuals and addresses difficult or sensitive topics in a way that provides a sound basis for mutual solutions.
- Ability to negotiate and resolve conflict constructively, work in a tactful and diplomatic manner and respond appropriately when dealing with sensitive matters.
- Organisation and self-management skills including the ability to prioritise duties and meet deadlines.
- Sound use of information technology applications including Internet, Email, Calendar, Microsoft Office (365, Word, Excel, PowerPoint etc.).
- Ability to work both independently and as a member of a team, take responsibility, display initiative, set goals and manage competing priorities.
- Ability to comply with policies and procedures, legislation and regulations.

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

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 risks and be able to manage and escalate issues appropriately.
- 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 manager;
- Maintain the physical security of all property, equipment and buildings within your jurisdiction and control.
- 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 required personal protective gear/equipment at all times.

Conditions of Employment

- Must hold a current Victorian Drivers Licence.
- Ability to obtain a satisfactory National Police and Working with Children Check.

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 section 12 of the *Equal Opportunity Act 2010* (Vic) and s8(4) of the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

GMTOAC is an equal opportunity employer. If you believe you may be unable to achieve a satisfactory screening result, GMTOAC can review the circumstances and exercise 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 Sunday, 1 November 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