



## POSITION DESCRIPTION

### CULTURAL TOUR GUIDE

#### POSITION DETAILS

<b>Position Title:</b>	Cultural Tour Guide
<b>Department:</b>	Gunditj Mirring Services Pty Ltd Trading as Budj Bim Cultural Landscape Tourism (BBCLT)
<b>Hours:</b>	Full-time / Part-time
<b>Salary:</b>	\$70,543 per annum plus Super, (negotiable) – Amusement, Events and Recreation Award 2020 - Grade 9 (non-exhibition)
<b>Employment Type:</b>	Permanent subject to funding availability
<b>Location:</b>	Tae Rak Aquaculture Centre – Vaughans Road, Lake Condah, or any other Properties as requested.
<b>Reports to:</b>	Cultural Tour Guide Coordinator / General Manager

#### ABOUT BBCLT

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 for 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 people 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.

Gunditj Mirring Services Pty Ltd (GMSPL) was formed in 2021 as a subsidiary company under

GMTOAC and trading as Budj Bim Cultural Landscape Tourism (BBCLT) to allow commercial tourism to start as its own entity showcasing the world heritage listed sites.

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## **POSITION SUMMARY**

The key objective of this role is to ensure all Budj Bim Cultural Landscape tours exceed visitor expectations and visitors acquire knowledge of the region including geology, flora and fauna and local Gunditjmara and European history. The role of the Cultural Tour Guide is integral to delivering a memorable guest experience utilising their knowledge of the Gunditjmara culture, region and finely-honed people and communication skills.

Cultural Tour Guides will also represent the Budj Bim Cultural Landscape Tourism brand through attendances at local, state and national tourism industry at various events; undertake face to face sales calls to local regional visitor centres and tourism and hospitality operators to promote and grow the business.

The Cultural Tour Guide will abide by all compliance and government regulations whilst operating a tour vehicle and conducting a tour in line with the Budj Bim Strategic Management Framework, Budj Bim IPA Plans of Management and UNESCO Guidelines.

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## **KEY RESPONSIBILITIES**

### **Tour Guiding**

- Deliver a world class cultural tour experience through compelling and interesting tour commentary and telling of Gunditjmara stories while hosting tours on Gunditjmara Country.
- Be present and engaging while conducting tours on Gunditjmara Country
- Treat all guests with respect and conduct yourself in a professional manner at all times when representing BBCLT.
- Complete all relevant administration tasks required to operate tours Inc. a daily tour report.
- Ensure tour vehicles are operated with due care and consideration of passengers whilst adhering to all organisational regulations and road safety rules.
- Operate and maintain tour vehicles according to standard operating procedures
- Report any incidents or accidents to the Cultural Tour Guide Coordinator.
- Maintain knowledge base by attending training sessions, seminars and keeping up to date with relevant material.
- Ensure tour vehicles are cleaned and replenished at the conclusion of each tour
- Deliver 'Welcome' and/or Acknowledgement to Country to visitors.

### **Local Area Sales**

- Undertake routine local area sales calls to visitor centres, tourism and hospitality operators to sell and promote BBCLT Attend events and actively promote BBCLT and its products.

## **Generic**

- Maintain up to date product knowledge of the Tae Rak Aquaculture Centre, Budj Bim Cultural Landscape sites, and related activities.
- Report and/or resolve visitor complaints to the visitor's satisfaction within your level of authority or escalate as needed.
- Represent BBCLT in a positive and professional manner at all times.
- Demonstrate your ability and willingness to work for and with team members at all times.
- Maintain excellent grooming, personal hygiene and presentation standards meet the company expectations at all times. This includes a clean and tidy uniform.
- Familiarise yourself with company philosophy, values, background and history.
- Maintain the privacy of all company, visitor and employee information.
- Ensure that all Workplace Health and Safety requirements for the company are adhered to.
- Report any workplace hazards to the Cultural Tour Guide Coordinator.
- Support the company in its endeavor to provide a safe workplace and be responsible for an appropriate outcome.
- Ensure that all policies are adhered to within BBCLT.
- Abide by reasonable instructions, company policies, regulations and common law.
- Any other duties required by the General Manager or Authorised personnel.

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 willfully 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 willfully place at risk the health and safety of any person at the workplace.
- Report on all safety hazards and risk exposures, including losses to the Cultural Tour Guide Coordinator.
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
- All staff are required to actively reduce BBCLT'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.

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## **KEY SELECTION CRITERIA**

The key selection criteria specified below outline the capabilities required for the position.

### **Specialist/Technical Expertise**

- An awareness and understanding of the impact of colonisation, and the historical 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 in order to communicate effectively and sensitively with Gunditjmara and other stakeholders.
- An understanding of GMTOAC & GMSPL, its operations, and activities.

### **Knowledge and Skills**

- Prior experience as a cultural tour guide is advantageous.
- Capacity to stand and walk for extended periods.
- Confident and responsible driver.
- Excellent communicator and conversational skills with a knack for storytelling.
- Personable, and polite disposition.
- Outstanding organisational, time management, and improvisational skills.
- Ability to work during evenings and on weekends.
- Basic computer skills including Rezdy, Word, Excel and Outlook.
- Take initiative, deal with complex issues, problem solve, exercise judgement and work under limited direction.
- Strong understanding of OH&S/WHS policies and procedures and actively contributes to a safe and respectful workplace.

### **Conditions of Employment**

- Must have a Victorian Drivers Licence and the ability to apply for Light Rigid Vehicle License and a Commercial Passenger Vehicle Accreditation.
- Be physically able to undertake extended periods of walking, standing and sitting.
- Ability to obtain a positive National Police and Working with Children Check.

*GMSPL is an equal opportunity employer – If you believe you may be unable to achieve a positive check result, we can 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 GMSPL 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.**

**Acknowledgement**

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description. I also accept that as part of my development and during the position evolving within the business, the position description may be updated on an ad hoc basis.

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**SIGNED**

Employee's name

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Employee's signature

Date

General Manager's signature

Date