



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

TREATY TRADITIONAL OWNERS ENGAGEMENT COORDINATOR

POSITION DETAILS

Position Title:	Treaty Traditional Owners Engagement Coordinator
Hours:	Full-time, 38 hours per week
Employment Type:	Ongoing, subject to performance and funding availability
Salary:	\$90,000 per annum plus Super, negotiable subject to experience and qualifications
Location:	248 Condah Estate Road Breakaway Creek and other GMTOAC properties as required.
Reports to:	Executive Manager of Planning & Development

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 people 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 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 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

The Treaty Traditional Owner Engagement Coordinator (the Coordinator) will be responsible for coordinating treaty readiness and nation building to support the organisation, its members, Gunditjmara native title holders and community.

Reporting to the Executive Manager for Planning and Development, the Coordinator will help the organisation to identify, build and maintain relationships with GMTOAC's members and support GMTOAC to increase its knowledge of and participation in the treaty process and accessing programs and resources to enable this participation.

An important component of the Coordinator is engagement with GMTOAC members, Gunditjmara native title holders and community. To enable this, the position will develop and implement a Treaty Engagement Plan that supports treaty readiness towards a possible negotiation framework.

ROLE RESPONSIBILITIES

Role Relationships

The Traditional Owner Engagement Coordinator will lead the engagement with GMTOAC, its members and Gunditjmarra native title holders on treaty and coordinate the work to explore possible treaty negotiations.

The Coordinator's primary function is to build and maintain relationships with GMTOAC members, Gunditjmarra native title holders, and to support GMTOAC to increase its knowledge of and involvement in the Victorian treaty process and nation-building initiatives.

The Coordinator will build on previous treaty engagement work with Gunditjmarra community and their families to deliver information on treaty and captures their aspirations. This strengthens relationships and sense of identity as well as increases knowledge.

As it is the preference of our community to be consulted within family groups, this project is also asserting governance and self-determination. The more that community thinking, and knowledge is shared, the stronger our negotiation capacity and treaty readiness.

The Coordinator will be responsible for collation of the documentation and facilitation discussion outcomes and report back to required authorities and funding providers.

The role will also work responsively with GMTOAC, Victorian Government, and agreed service providers to facilitate GMTOAC undertaking treaty readiness.

Activities & Accountabilities

The Coordinator will play an important ongoing role in maintaining engagement in treaty and nation-building activities. For the duration of employment, the Coordinator will be responsible for:

- Keeping GMTOAC members and Gunditjmarra native title holders updated and informed on nation-building activities, as well as the work of the Assembly and the work of GMTOAC to prepare for treaty.
- At the direction of GMTOAC, supporting GMTOAC's representative on the Assembly to engage with members and native title holders and undertake their duties as an Assembly representative.
- Engaging with GMTOAC members and Gunditjmarra native title holders, who are not members, to encourage inclusion in GMTOAC's work in relation to treaty and nation-building, including coordination of contributions from family groups and/or their representatives
- Provide a lead contact at GMTOAC for the Assembly and Victorian Government in relation to treaty and nation-building.
- Maintaining regular communication with Victorian Government and Traditional Owner Engagement Officers in other traditional owner organisations to allow for information sharing and a well-coordinated approach to engagement throughout Victoria. This may include periodic meetings, to be agreed.
- Engaging with GMTOAC members to identify priorities for nation-building and treaty readiness.
- Providing GMTOAC with all relevant information to enable GMTOAC to fulfil its reporting requirements.
- Complete and /or assist with all required acquittals and funding obligations which align to Treaty, the roles under Treaty and Nation Building
- Any other matters related to the Activities the Organisation believes is relevant.
- Mentoring and assisting other staff
- All other duties as requested

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.
- Informed about treaty and nation building initiatives.
- Project Management – develops and manages 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 Sunday, 2 August 2026

SIGNED

Employee's name

Employee's signature	Date
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CEO's signature	Date
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