



POSITION DESCRIPTION

JOB TITLE:	Strategic Liaison Officer
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full time, with opportunities for extension subject to funding
SALARY:	\$65,000 - \$80,000
REPORTS TO:	Operations and Policy General Manager

THE ORGANISATION

Eastern Maar Aboriginal Corporation (EMAC) was determined by the Federal Court as a Registered Native Title Body Corporate (RNTBC) under the Native Title Act 1993 (*Cth*) in 2011, holding native title for an area of land shared with the Gunditjmara people in what is now known as South West Victoria.

In 2012, the Eastern Maar filed a native title claim over the remaining portion of their traditional land and waters. EMAC has been accorded Registered Aboriginal Party (RAP) status (under Victorian Aboriginal heritage legislation) for the shared native title area and the area covered by the 2012 native title claim in February 2020.

The Corporation is governed by a Board of Directors, each representing a family group of the Eastern Maar People. Its role is to protect and advance the aspirations of Eastern Maar citizens by managing their native title and cultural heritage rights and interests and implementing aspects of the Eastern Maar Settlement Agreements to be negotiated with the State of Victoria under the *Traditional Owner Settlement Act 2010*. EMAC is also responsible for providing high quality policy advice, leadership in developing key initiatives, and strengthening the capacity and independence of Eastern Maar citizens.

PURPOSE OF THIS POSITION

The Strategic Liaison Officer is a newly established position responsible for maintaining, developing, and growing external relationships principally with the Department of Environment, Land, Water and Planning (DELWP) across the full extent of the traditional lands of Eastern Maar peoples.

Reporting to the Operations & Policy General Manager the position will be the main point of contact between DELWP and EMAC to assist in planning and coordination of any engagement activities, and this may extend to other agencies and departments where directed. A key part of the role will be to promote, educate and advocate on how EMAC is structured, it's ways of working, it's assertions, goals and challenges with the view to work together on creative ideas to tangible solutions and impacts at ground level.



KEY ROLES AND RESPONSIBILITIES

CONSULTATION, COORDINATION & PLANNING

- Work with EMAC employees, as well as its members and Eastern Maar citizens where applicable, and agencies to ensure effective and efficient engagement and consultation including:
 - Be EMAC’s point of contact for agency staff seeking engagement and connect them with relevant personnel.
 - Provide professional and reliable representation of EMAC to agencies.
 - Assisting in the planning and co-ordination of engagement and consultation between agencies and EMAC to ensure it meets the objectives of both Parties, including logistics, minute taking, agendas and any associated paperwork and presentations.
 - Assist in developing and implementing strategies and processes to enhance relations between EMAC and agencies.
- Research agencies key strategies, goals, and objectives who EMAC work with to identify and map commonalities of EMAC’s assertions and goals, including key individuals and possible resources, for mutually benefiting outcomes.
- Provide advice and contribute to EMAC’s committees for Native Title and *Traditional Owner Settlement Act* negotiations with the State of Victoria.
- Where required and instructed assist in the development of EMAC promotional material in relation to the position’s accountabilities.

PROJECT MANAGEMENT & REPORTING

- Ensure that EMAC meets all agency funding agreements reporting obligations, as well as explore and support the development of new funding opportunities with relevant EMAC personnel.
- Maintain funding agreement compliance register and related reporting requirements of EMAC personnel, as well as develop and maintain a funding agreement milestone log of all agency agreements.
- Provide internal reporting content for the CEO operations report for the board of Directors on the position’s key responsibilities.

GENERAL

- Be aware and adhere to The Privacy Act, OH & S Legislation and other relevant legislations.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.
- Perform other duties as may be directed or implied from time to time.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated interpersonal, communication, and facilitation skills, including demonstrated success in engaging and maintaining strong relationships with diverse stakeholders.
- Experience in a role that demanded self-motivation, service orientation, as well as administrative skills.
- Strong analytical and problem-solving skills.



- Sound project management skills with demonstrated ability to take initiative and manage issues.
- Proven ability to show initiative, work collaboratively, prioritise work requirements, consult appropriately and respond to direction.
- Good time management skills with the ability to manage multiple relationships and projects simultaneously.

DESIRABLE

- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Formal qualifications in project management discipline.

OTHER POSITION REQUIREMENTS

- The incumbent requires the ability to travel regularly for work related purposes. A current Victorian driver's licence is essential.
- Proficiency in the use of computer and telecommunications technology.

HOW TO APPLY

To apply please include in your application a CV/resume and cover letter that addresses why you are the best candidate for this position and how your background, experience and skills align with the Key Selection Criteria.

Please ensure your full name is on all attachments and email your application to angela.jeffery@easternmaar.com.au.

Closing date for applications: COB 31st July 2020

If you have any queries about the role, please email angela.jeffery@easternmaar.com.au or call on 0429 566 659

Appointment of the successful applicant will be made subject to a satisfactory national police history check.

Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.