



POSITION DESCRIPTION

JOB TITLE:	Media and Communications Officer
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE fixed term for 12 months
SALARY:	An attractive salary will be negotiated in line with experience
REPORTS TO:	General Manager Operations and Policy

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

To provide effective communication and marketing services to support EMAC programs and strategic objectives in order to keep our community (our members and non-member Native Title rights holders) up to date and informed and raise the local national and international profile of EMAC amongst a wide range of stakeholders. Additionally, the role will provide a high-quality professional service to ensure the effective delivery and recording of EMAC Board meetings, events and activities.

KEY ROLES AND RESPONSIBILITIES

Internal and External Communications

- Produce, collate, proofread, edit and improve content for EMAC's key publications and communications and marketing material for EMAC target audiences including but not limited to EMAC Newsletters, Social media platforms (Facebook, Twitter etc), Website, strategies, discussion papers and media releases.
- Administer EMACs social media sites and website.
- Develop a writing style guide for EMAC, including assistance with employee training and tip sheets to contribute to a successful writing culture.
- Develop and lead an effective internal and external communications strategy for EMAC.
- Provide media advice to EMAC staff and Board including communication plans and briefing notes as required.
- Contribute to and provide reports as directed and required.

Events Support

- Support EMAC event logistics and communications including but not limited to; EMAC meetings, seminars and launches; booking venue and catering; and producing, collating,

editing and improving invitations, registration lists, running sheets, agendas, speaking notes, and speech writing.

Board, AGM and Full Group Meeting Support

- Ensure the smooth coordination and functioning of all board meetings, AGM's and Full Group Meetings, including; liaising with the leadership team and Directors, and other staff where required, before, during and after organising meetings; taking contemporaneous records of meeting minutes and editing to final version; organising and booking a meeting room, setting up equipment and catering; ; and lead and assist in the development and production of the agreed agenda and associated meeting papers.
- Contribute to the development, review and continuous improvement of secretariat procedures and the broader function.
- Work with the EMAC leadership team to report and follow up on decisions and actions arising from these meetings.

Relationships Management

- Experience working with Aboriginal People and Traditional Owners.
- Forge strong, enduring relationships with internal staff and external stakeholders including but not limited to government departments, journalists and media outlets.
- Attend appropriate internal and external groups and networks as required or directed.

General

- Provide statistical and management reports to meet organisational and statutory requirements.
- 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

- Three years communications and/or marketing experience or relevant qualification.
- Demonstrated outstanding writing and editing skills with strong attention to detail and a creative approach.
- Excellent information technology skills and demonstrated ability to use multiple social media platforms for effective communications.
- Experience and capacity to collaboratively manage relationships with a diverse stakeholder group including management, Aboriginal organisations, Aboriginal community members and Government bodies.
- Knowledge and/or experience of desktop publishing using Publisher and Adobe Creative Suite and or editing software or similar.
- Experience collecting and presenting data using Google Analytics or similar.

Desirable

- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Knowledge of Eastern Maar people, Country, culture, values, aspirations and customs and experience working with the Eastern Maar people, community and key organisations and stakeholder groups.

- Experience and capacity to collaboratively manage relationships sensitively and effectively with a diverse stakeholder group including management, Aboriginal organisations, Aboriginal community members and Government bodies.

Other Position Requirements

- The incumbent requires the ability to travel regularly for work related purposes. A current Victorian driver's licence is essential.

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 a ngela.jeffery@easternmaar.com.au.

Closing date for applications: COB 25th June 2021

If you have any queries about the role, please email angela.jeffery@easternmaar.com.au.

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.