

POSITION DESCRIPTION

JOB TITLE:	Strategic Liaison Officer
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full time
SALARY:	\$70 000 - \$80 000
REPORTS TO:	Healthy Country 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 responsible for maintaining, developing, and growing external relationships principally with the Department of Environment, Land, Water and Planning (DELWP) and other agencies across the full extent of the traditional lands of Eastern Maar peoples.

Reporting to the Healthy Country Manager and supporting the General Manager Biocultural Landscapes, the position will promote, educate and advocate on how EMAC is structured, its ways of working, its assertions, goals and challenges with the view to work together on creative ideas to tangible solutions and impacts at ground level. The position will also be responsible for reporting to DELWP on grant programs, and for providing administrative support to the Biocultural Landscapes Division of EMAC.

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.
- Provision of administrative support to Biocultural Landscapes Division of EMAC.
- 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.

- Support EMAC's participation in State-wide and Regional Caring for Country partnership Forums
- Assist with the development and implementation of Eastern Maar's Country Plan and Biocultural Landscapes Strategy.

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.
- 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.

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.
- Proven ability to show initiative, work collaboratively, prioritise work requirements, consult appropriately and respond to direction.

DESIRABLE

- Experience in a role that demanded self-motivation, service orientation, as well as administrative skills.
- Sound project management skills with demonstrated ability to take initiative and manage issues.
- Good time management skills with the ability to manage multiple relationships and projects simultaneously.
- 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 working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations.
- Ability to clearly define tasks and prioritise accordingly.

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 bansri.dave@easternmaar.com.au

Closing date for applications: **COB 12 August 2022**

If you have any queries about the role, please contact Ms. Bansri Dave (HR Officer) at bansri.dave@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.