

POSITION DESCRIPTION

JOB TITLE:	Community Liaison Officer Mana Developments
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full time
SALARY:	\$70,000-80,000
REPORTS TO:	Lead Consultant Mana Developments

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 Gunditjmarra 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

Reporting to the Mana Developments Lead Consultant, the Community Liaison Officer will play an integral role in an exciting new enterprise for Eastern Maar, working closely with the team to contribute to the long-term growth and sustainability of Mana Developments.

Mana Developments drives, in consultation and partnership with Eastern Maar Rights Holders, the development of businesses, products and services from start to end that lift the economic prospects and contribute to the economic independence and increased opportunity of EMAC Rights Holders, an aspiration set by the community as part of Meerreengeeye Ngakeepoorryeeyt, the Eastern Maar Country Plan. Mana Developments has been established to create new business and service lines to meet demands for Eastern Maar knowledge, experience and perspectives in the market.

A fundamental role of the position will be to lead, develop and implement engagement and consult widely with the Eastern Maar Community on the operations, businesses and services being delivered by Mana Developments. The role will assist in communication between the Mana Developments team and the Eastern Maar citizens to support greater understanding, connection and relationships with Community. The Community Liaison Officer will ensure that all Eastern Maar citizens are informed and involved with all stages of the creation and establishment of new businesses, services and products.

Concurrently the role will also focus on stimulating social, economic and educational activity by identifying and developing Community capability whilst developing ideas to increase Indigenous employment by identifying new and ongoing employment opportunities.

The officer will also be involved with the day-to-day running of the Mana Developments businesses and services. This may be through assisting with service delivery and/or facilitating bookings.

KEY ROLES AND RESPONSIBILITIES

Collaboration & Engagement with Eastern Maar Citizens

- Participate in the development and implementation of plans to include communication and engagement with the Eastern Maar Community



- Identify and coordinate engagement opportunities between the Mana Developments team, Eastern Maar Citizens and external stakeholders
- Communicate updates, news, opportunities, and Enterprise changes to the Eastern Maar Community. This may include
 - Community Events
 - One-on-one engagement
 - Community Portal Implementation
 - Online discussions
 - Community Working Group
- Identify and develop Community capability and assist with facilitating appropriate training
- Focus on value development and incorporating unique Cultural skills that can be offered in the workplace
- Promote Indigenous employment, contracting opportunities, business development and capacity building
- Assist with the development of services and programs with the Eastern Maar Citizens, in ways that make a difference and build Mana Development's capability
- Assist with delivering the goals from the EMAC economic development strategy
- Assist with booking processes and delivery of services offered by Mana Developments such as bus tours, guided tours and Cultural experiences

General

- Be aware and adhere to *The Privacy Act 1988*, 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

- Confident communicator with well-developed verbal and written communication skills
- Highly developed interpersonal skills with proven success in engaging and the ability to share, deliver and promote awareness
- 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
- A strong working knowledge of the history, current policies affecting the Community and the values and role of Aboriginal self-determination
- Ability to communicate and engage on sensitive Community issues and collaborate effectively with people at all levels and take into account different points of view
- Proven planning, problem-solving and analytical skills with the ability to work through issues
- Confidence in engaging with Community and facilitating events for the Community
- Strong organisational and strategic thinking skills
- Ability to motivate and encourage Eastern Maar job seekers



- Demonstrated proficiency in working in a dynamic and demanding environment and ability to be able to adapt to meet changing needs, priorities, and deadlines and ability to prioritise workload, use initiative and multi-task
- Ability to work autonomously, as well as part of a team

DESIRABLE

- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Previous employment services experience will be highly regarded, although not essential
- Demonstrated experience in creating development plans and understanding the steps required to reach a job ready status
- Light rigid licence or willingness to obtain with assistance from EMAC

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, bansri.dave@eastermaar.com.au

Closing date for applications: 01 November 2022

If you have any queries about the role, please email bansri.dave@eastermaar.com.au

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

This is a designated/identified Aboriginal and Torres Strait Islander appointment. The filling of this position is intended to constitute a special/equal opportunity 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).