



POSITION DESCRIPTION

JOB TITLE:	Lead Consultant Mana Developments
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full time
SALARY:	\$90000 - \$100,000
REPORTS TO:	General Manager 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 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

Reporting to the Mana Developments General Manager, the Lead Consultant 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 engage and consult widely with a range of key stakeholders including government and non-government agencies and most importantly Eastern Maar community. The role will assist in identifying and operationalising prioritised services, products and businesses through the design, modelling and market launch stage.

The lead consultant will oversee the work of the Community Liaison Officer and will be responsible for ensuring Eastern Maar Citizens are informed through all stages of the development of businesses, products, and services with assistance from the Community Liaison Officer.

KEY ROLES AND RESPONSIBILITIES

Strategy & Project Management

- Work with internal stakeholders (EMAC & the Eastern Maar Community) and external clients to define the business lines, products, and services that Mana Developments will offer and create a process to bring these to fruition. This includes but is not limited to the following.
 - Collaboratively assist in brainstorming sessions with various participants such as internal operational staff, the Board, and EMAC citizens to identify issues & ideas to meet demand in the market and capitalise upon opportunities



- Contribute to the development of business lines, products and services from ideation to market launch stage. This includes setting and managing expectations, developing detailed plans & packages, defining the scope of the packages, and assigning team members to specific tasks
- Create an accurate timeline for the launch date of the business lines, products and services and monitor the progress leading up to the market launch stage and ensure any issues that arise are dealt with swiftly
- Ensure cost efficiency and that any business lines, products and services are within budget
- Provide regular updates and reports with clear and concise feedback to the Mana Developments General Manager for the purposes of informing progress to EMAC along with preparing and providing coherent and high-quality written documents in a highly collaborative manner with input from across the Mana Developments team, EMAC, the Board and Community.
- Assist with the delivery of services offered by Mana Developments such as tours, training and Cultural experiences

Relationship Building & Engagement

- Ensure activities of Mana Developments align to the goals of Meerreengeeye Ngakeepoorryeeyt, the Eastern Maar Country Plan and other strategies/documents that EMAC implement from time to time. Seek input from a range of key associates including Eastern Maar Citizens in developing the business and service lines.
- Build and maintain strong collaborative and respectful relationships with various stakeholders including, the government, business potential business partners and the EMAC community.

Management

- Lead, motivate and monitor team members including the Community Liaison Officer and set clear goals for each team member whilst promoting the development of team members' skills

Marketing

- Create in-depth reports to highlight the most important information from marketing research and develop a profile of customers to target and identify their needs whilst using creativity to develop unique marketing ideas that appeal to a wide demographic.
- Proactively identify the products and services to focus on and develop strategies to promote them.
- Report on how services/products are performing and demonstrate flexibility to change course based on new information and logical conclusions based on data and other information received.
- Provide effective communication and marketing services to support Mana Developments and keep our community up to date and informed and raise the local, National and International profile of Mana Developments amongst a wide range of stakeholders.

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

- Excellent Project Management Skills
- Confident communicator with well-developed verbal and written communication skills, and interpersonal and facilitation skills with proven success in engaging, influencing, building, and upholding strong relationships with a diverse range of stakeholders.
- Proven track record of executing against deadlines and reliably delivering outcomes.
- Demonstrated critical thinking skills to solve complex problems to accomplish business objectives, overcome obstacles and address challenges all whilst planning.
- Proven ability to use initiative, work collaboratively, prioritise work requirements, consult appropriately and respond to direction.
- Proven planning, problem-solving and analytical skills with the ability to work through issues with moderate complexity and guide and/or coach others in the resolution of problems.
- Experience in managing people and teams, with the ability to clearly define role expectations, monitor performance and develop team members
- Demonstrated leadership experience

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 working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner-led communities and organisations.
- Marketing experience and/or relevant qualifications
- 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 Ms Bansri Dave, bansri.dave@easternmaar.com.au

Closing date for applications: 01 November 2022

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

The 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.