



## POSITION DESCRIPTION

JOB TITLE:	Great Ocean Road - Project Coordinator
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 24 months full-time, fixed term
SALARY:	\$70,000- \$80,000
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 the native title for an area of land shared with the Gunditjmarra people in what is now known as Southwest 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 Great Ocean Road Project Coordinator will be EMAC's operational point of contact for the Twelve Apostles Precinct Redevelopment Project, a \$108.15 million Project, and the Geelong City Deal projects as directed and required.

The role will administratively support, represent, liaise, and organise the flow of advice, assertions and aspirations from an established Twelve Apostles Precinct Redevelopment Project working group (comprised of Eastern Maar Citizen representatives) to the project partners including Development Victoria and Grimshaw and ASPECT Studios, as the engaged architectural and landscape design consultants for the project. Also, the role will relentlessly pursue and champion visibility and integration of Eastern Maar culture and narrative throughout project phases ensuring enduring economic participation opportunities are maximised post-project delivery/implementation.

Additionally, the role will assist in determining EMACs' potential participation in other Geelong City Deal projects within the Eastern Maar estate and liaise with appropriate EMAC employees and/or Eastern Maar Citizens and our project partners.

## KEY ROLES AND RESPONSIBILITIES

Be EMAC's operational point of contact for the Twelve Apostles Precinct Redevelopment Project and other Geelong City Deal projects phases and related matters, including:

- Administratively supporting, representing, liaising, and organising the flow of advice, assertions, and aspirations from the Twelve Apostles Precinct Redevelopment Project working group to the project partners including Development Victoria as Project Lead and



Grimshaw and ASPECT Studios, as the engaged architectural and landscape design consultants for the project.

- Working with the project partners to develop, facilitate or coordinate any collective and common planning and project initiatives including ancillary connected planning and design components related to the project.
- Working with other organisations and/or consultants to develop, facilitate or coordinate any collective and common planning and project initiatives related to the projects.
- Support the planning, coordination and delivery of activities or actions agreed by the Parties, including but not limited to opportunities provided by the planning, construction, and operation of the Twelve Apostles Precinct Redevelopment Project for Eastern Maar peoples. Including but not limited to input or development to various design elements and economic development opportunities such as:
  - Aboriginal businesses and/or employment
  - Precinct brand
  - Naming opportunities
  - Storytelling
- Promoting, educating, and advocating for EMAC (and the members and Eastern Maar community it represents), its ways of working and aspirations and assertions
- Relentlessly pursue and champion visibility and integration of Eastern Maar culture and narrative throughout project phases ensuring enduring economic participation opportunities are maximised post-project delivery/implementation.
- Participate in Twelve Apostles Precinct Redevelopment Project (or other ancillary activities) related activities, meetings, or forums (as required) to support EMAC Elders and members to participate in decision-making about the project as well as supporting ongoing collaborative communication and engagement on other relevant great ocean roads wide land management matters.
- Ensuring reporting obligations are met under the project funding agreement
- Work with EMAC employees, its members, and the Eastern Maar community where applicable, on Twelve Apostles Precinct Redevelopment Project / Great Ocean Rd activities.
- Develop and maintain relationships, as well as represent EMAC, with relevant agencies.
- Manage logistics and requirements for running effective engagement activities on Twelve Apostles Precinct Redevelopment Project / Great Ocean Rd matters with EMAC, its members and community, and agencies.
- Advising on and providing advice on opportunities, challenges, and issues that may arise.

#### **GENERAL**

- Provide regular updates/reports to direct line manager, and report for CEO and the Board of Directors where directed.
- Perform other duties as may be directed or implied from time to time.
- 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.



## KEY SELECTION CRITERIA

### ESSENTIAL

The key selection criteria specified below outline the capabilities required for the position.

- Excellent interpersonal and communication skills with demonstrated experience in working collaboratively and influencing multiple stakeholder groups.
- Good project management skills with demonstrated ability to take initiative and manage issues.
- Demonstrated interpersonal, communication, and facilitation skills, including demonstrated success in engaging and maintaining strong relationships with diverse stakeholders.
- Strong analytical and problem-solving skills.
- Highly developed verbal and written communication skills, and the ability to conceptualise and communicate ideas using a wide range of tools.

### DESIRABLE

- Tertiary qualification in project management or equivalent experience.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner-led communities and organisations.
- Demonstrated understanding of the regulatory framework in which EMAC operates.

### 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.
- Employees will be required to adhere to EMACs and State and Federal Government COVID-safe practices and regulations.

## 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](mailto:bansri.dave@easternmaar.com.au)**

**Closing date for applications: COB 17 April 2023**

If you have any queries about the role, please email [bansri.dave@easternmaar.com.au](mailto:bansri.dave@easternmaar.com.au) or call on 0428 945 982

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.*