



POSITION DESCRIPTION

JOB TITLE:	WESTERN HIGHWAY ENGAGEMENT OFFICER
LOCATION:	Warrnambool, Victoria
TERM:	0.6 FTE 12 months part-time, fixed term
SALARY:	\$75,000 - \$85,000
REPORTS TO:	Cultural Heritage 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 the 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

A primary focus of the role will be supporting a Eastern Maar Aboriginal Corporation engagement on the Western Highway duplication project. This includes representing, liaising, and organising advice from Eastern Maar Elders and citizens and acting in a secretarial role to the Eastern Maar project working group.

The Western Highway engagement officer is an important member of the Biocultural Landscapes Team. The role will work with the Eastern Maar citizens, heritage advisors and MRPV to assist in the preparation of the Cultural Heritage Management Plan for the Western Highway duplication project, embedding Eastern Maar stories and Heritage values in the project.

KEY ROLES AND RESPONSIBILITIES

Be EMAC's operational point of contact for the Western Highway project matters, including:

- Representing, liaising, and organising the flow of advice from Eastern Maar Elders and citizens.
- Working with heritage advisors and First Peoples-State Relations, and MRPV to facilitate or coordinate any collective and common planning and project initiatives related to the Western Highway duplication project.
- Support the planning, coordination and delivery of activities or actions agreed by the parties.
- Promoting, educating and advocating for EMAC (and the members and Eastern Maar community it represents), its ways of working and aspirations and assertions.
- Participate in the Western Highway duplication project-related activities, meetings or forums (as required).
- Ensuring reporting obligations are met under the project funding agreement.



- Work with EMAC employees, its members, and the Eastern Maar community where applicable.
- Develop and maintain relationships, as well as represent EMAC, and relevant agencies.
- Manage logistics and requirements for running effective engagement activities on the project matters with EMAC, its members and community, and agencies.
- Providing advice on opportunities, challenges, and issues related to the project.

GENERAL

- Provide regular updates/reports to the direct line manager, and report to the 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

- Excellent interpersonal and communication skills with demonstrated experience in working collaboratively and influencing multiple stakeholder groups.
- Demonstrated understanding of the Aboriginal Heritage Act 2006.
- Sound 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

- Knowledge of Eastern Maar people, Country, culture, values, and customs and experience working with the Eastern Maar people, community and key organisations and stakeholder groups.
- Tertiary qualification in project management or equivalent discipline.
- 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

Offers of employment can only be made once all required probity checks have been completed. These include:

- reference checks.
- The appointment of the successful applicant will be made subject to a satisfactory national police history check. A clear Police Check conducted within the last three months.
- Acceptable evidence of their proof of immunisation/vaccination status.



- 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.

A request to conduct probity checks does not guarantee that an offer of employment will be made.

EMAC employee benefits:

- Hybrid working arrangement.
- Paid Christmas Break.
- Access to professional development courses and seminars.

EMAC will offer:

- Friendly and supportive culture.
- opportunity to experience various teams.
- ongoing supervision and professional development.

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: 11 May 2023

If you have any queries about the role, please email bansri.dave@easternmaar.com.au or call on **0427 271 937**.

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.