

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

The Eastern Maar Aboriginal Corporation (EMAC) is a Registered Native Title Prescribed Body Corporate (RNTBC) established under the Native Title Act 1993 (Cth) and registered as a corporation under the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 (CATSI Act).

EMAC was established in 2011 following a positive Native Title consent determination by the Federal Court. This determination granted rights over an area known as PART B, spanning from Deen Maar (Lady Julia Percy Island) in the south to Dunkeld in the north. It is shared with the Western Gunditjmara Native Title Holders, represented by the Gunditj Mirring Traditional Owners Aboriginal Corporation.

In March 2023, a second positive Native Title Determination expanded EMAC's jurisdiction, covering an extended area from Yambuk to Aireys Inlet in the southwest, reaching Middle Creek and Ararat in the north, and returning south to Dunkeld.

Eastern Maar peoples are those descendants, including by adoption, of the following persons:

- King of Port Fairy and Eliza; Old Jack (father of John Dawson); Charlie and Alice (parents of Albert Austin); Samuel Robinson and Mary Caramut; Lizzie (mother of Frank Clarke); Robert and Lucy (parents of Alice Dixon); Barney Minimalk; Nellie Whiturboin; Louisa (mother of William Rawlings) and Richard Sharp;

and who:

- either identify as being from the eastern domain of the Maar-speaking people and are recognised as being from the eastern domain by the Eastern Maar people;
- or otherwise identify as Maar, Gunditjmara, Tjap Wurrung, Peek Whurrung, Keeray Wooroong (Kirrae Whurrung), Kuurn Kopan Noot, Yarro Waetch (Tooram Tribe), Djargurd Wurrung, Gulidjan and/or Gadubanud and are recognised as being from the eastern domain by the Eastern Maar peoples.

EMAC is a formally recognized Registered Aboriginal Party (RAP) responsible for protecting and managing Cultural Heritage. The RAP boundaries extend beyond the Native Title-recognized boundaries, including Winchelsea in the east and reaching the furthest point of Landsborough in the north.

As the representative body, EMAC advocates for the collective group, advancing their native title rights, protecting cultural heritage, providing policy advice, and leading key initiatives aligned with the rights, aspirations, and assertions of the EMAC community. They actively strive to enhance the cultural and economic capacity and independence of Eastern Maar citizens by pursuing and implementing their economic and social aspirations, notably through the Victorian Registered Aboriginal Party regime.

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

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

- Qualifications 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 organizations.
- 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 must have been 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.

WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

EMAC employee benefits:

- Hybrid working arrangements available.
- Paid Christmas Break.
- Employee Assistance Program.
- Four Weeks annual leave.
- Mentoring, learning and career development opportunities.

EMAC will offer:

- Friendly and supportive culture, and work-life balance leader.
- Opportunities for career progression.
- Opportunity to experience various teams.
- Professional development opportunities.
- Exciting opportunity to work in a fast-paced growing Aboriginal representative body supporting the realisation of aspirations and assertions for Eastern Maar Citizens

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 10 August 2023

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

Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.