

POSITION DESCRIPTION

JOB TITLE:	Kooyang Ceremonial Ground Engagement Officer
LOCATION:	Warrnambool, Victoria
TERM:	0.6 FTE 12 months part-time, fixed term
SALARY:	\$70,000 - \$80,000 per annum
REPORTS TO:	Cultural Heritage Manager

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 Gunditjmarra 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, Gunditjmarra, 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 Kooyang Ceremonial Ground Engagement Officer will play a crucial role in facilitating effective communication, collaboration, and community engagement for the conservation and protection of the Kooyang Ceremonial Ground. This role will support the overall preparation of the Conservation Management Plan, ensuring active involvement and participation of relevant stakeholders, including the Eastern Maar Traditional Owners, local community members, government agencies, and the broader public.

The Project Engagement Officer will play a pivotal role in ensuring meaningful community engagement, fostering partnerships, and raising awareness for the protection and conservation of the Kooyang Ceremonial Ground. Through effective communication and collaboration, the Project Engagement Officer will contribute to the successful preparation of the Conservation Management Plan and the preservation of this culturally significant site for generations to come.



KEY ROLES AND RESPONSIBILITIES

Be EMAC's operational point of contact for the Kooyang Ceremonial Ground Conservation Management Plan project matters, including:

- Develop and implement a comprehensive stakeholder engagement strategy for the Kooyang Ceremonial Ground Conservation Management Plan.
- Facilitate open and transparent communication channels with Eastern Maar Traditional Owners, community members, government agencies, heritage advisors, and other key stakeholders.
- Organize and lead regular meetings, workshops, and consultations to gather input, feedback, and support for the project.
- Representing, liaising, and organising the flow of advice from Eastern Maar Elders and citizens.
- Working with heritage advisors and First Peoples-State Relations to facilitate or coordinate any collective and common planning and project initiatives related to the Kooyang Ceremonial Ground Conservation Plan
- Promoting, educating, and advocating for EMAC (and the members and Eastern Maar community it represents), its ways of working aspirations and assertions.
- 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' 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

- A strong understanding and appreciation of Aboriginal cultural heritage.
- Excellent communication and interpersonal skills, with the ability to engage and build relationships with diverse stakeholders.
- Experience in community engagement, facilitation, and event management.
- Strong organizational and project management skills, with the ability to prioritize tasks, meet deadlines, and adapt to changing circumstances.
- Knowledge of relevant legislation and policies related to Aboriginal cultural heritage protection (e.g., Aboriginal Heritage Act).
- Proficiency in documentation and report writing.
- Ability to work collaboratively in a team and independently with minimal supervision.

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 must be 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 of annual leave.
- Mentoring, learning and career development opportunities.

EMAC WILL OFFER

- A friendly and supportive culture.
- Work-life balance.
- Opportunities for career progression.
- Opportunity to experience various teams.
- Professional development opportunities.

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@easternmaar.com.au

Closing date for applications: COB 16 September 2023

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

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

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