



POSITION DESCRIPTION

JOB TITLE:	STRATEGIC PARTNERSHIPS OFFICER
LOCATION:	Warrnambool, Victoria
TERM:	2 YEARS, 1.0FTE OR PART-TIME (NEG)
SALARY:	\$70 000 - \$80 000
REPORTS TO:	Healthy Country 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 Strategic Partnerships Officer is responsible for maintaining, developing, and growing external relationships principally with the Department of Energy, Environment and Climate Action (DEECA) and other agencies across the full extent of the traditional lands of Eastern Maar.

Reporting to the Healthy Country Manager and supporting the General Manager Biocultural Landscapes, the position will promote, educate and advocate on how EMAC is structured, its ways of working, its assertions, goals and challenges with the view to work together on creative ideas to tangible solutions and impacts at ground level. The position will also be responsible for reporting to DEECA on grant programs, and for providing administrative support to the Biocultural Landscapes Division of EMAC.

KEY ROLES AND RESPONSIBILITIES

CONSULTATION, COORDINATION & PLANNING

- Work with EMAC employees, as well as its members and Eastern Maar citizens where applicable, and agencies to ensure effective and efficient engagement and consultation including: – Be EMAC's point of contact for agency staff seeking engagement and connect them with relevant personnel.
- Provision of administrative support to Biocultural Landscapes Division of EMAC.
- Provide professional and reliable representation of EMAC to agencies.
- Assisting in the planning and co-ordination of engagement and consultation between agencies and EMAC to ensure it meets the objectives of both Parties, including logistics, minute taking, agendas and any associated paperwork and presentations.
- Assist in developing and implementing strategies and processes to enhance relations between EMAC and agencies.
- Support EMAC's participation in State-wide and Regional Caring for Country partnership Forums
- Assist with the development and implementation of Eastern Maar's Country Plan and Biocultural Landscapes Strategy.

PROJECT MANAGEMENT & REPORTING

- Ensure that EMAC meets all agency funding agreements reporting obligations, as well as explore and support the development of new funding opportunities with relevant EMAC personnel.
- Maintain funding agreement compliance register and related reporting requirements of EMAC personnel, as well as develop and maintain a funding agreement milestone log of all agency agreements.
- Research agencies key strategies, goals, and objectives who EMAC work with to identify and map commonalities of EMAC's assertions and goals, including key individuals and possible resources, for mutually benefiting outcomes.

GENERAL

- 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.
- Perform other duties as may be directed or implied from time to time.



KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated interpersonal, communication, and facilitation skills, including demonstrated success in engaging and maintaining strong relationships with diverse stakeholders.
- Proven ability to show initiative, work collaboratively, prioritise work requirements, consult appropriately and respond to direction.

DESIRABLE

- Experience in a role that demanded self-motivation, service orientation, as well as administrative skills.
- Sound project management skills with demonstrated ability to take initiative and manage issues.
- Good time management skills with the ability to manage multiple relationships and projects simultaneously.
- 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.
- Ability to clearly define tasks and prioritise accordingly.

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.

WHY JOIN 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



Eastern Maar
Aboriginal Corporation

- 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.

Identified Role:

This is a designated/identified Aboriginal and Torres Strait Islander appointment. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic) and s8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic)