

POSITION DESCRIPTION

JOB TITLE:	On Country Coordinator
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE (38 hours per week), 12-months contract
SALARY:	\$90,000 - \$100,000 per annum
Reports To	On Country Operations Manager
Supervises:	On Country Guardians

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 Guditjmarra Native Title Holders, represented by the Guditj 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, Guditjmarra, 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 people.

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 purpose of this role is to ensure high-level performance in the delivery of work projects, manage and develop Eastern Maar people and to protect Eastern Maar culture and Country as it relates to the Victorian Aboriginal Heritage Act, and, when engaged in site work, be an ambassador for all Eastern Maar.

KEY ROLES AND RESPONSIBILITIES

Field Work

- Provide leadership and management to On Country branch of EMAC, including running 'tool box' meetings to assist with daily work planning, knowledge development and mentoring, and ensuring compliance with Occupation Health and Safety and Equal Employment Opportunity requirements
- Be hands-on in the delivery and completion of on-site works to EMAC standards, as well as represent EMAC in negotiations and discussions with external stakeholders
- Ensure the effective implementation of coordination, supervision, and management of works required to be undertaken
- Provide reports to the On Country Operations Manager where required manually or by electronic means
- Ensure On Country Guardians are adhering to compliance requirements, policies, and procedures
- Ensure On Country Guardians documentation is completed correctly and filed as required and directed
- Develop and maintain positive and effective working relationships with the Eastern Maar Community and EMAC

General

- Understanding of quality and technical operating considerations in On Country management, and ability to document and clearly communicate expectations as they relate to a project
- Attend work on time and remain for the duration of the allocated shift
- Ensure Personal Protective Safety Uniform is worn for all onsite attendance
- Develop and maintain effective relationships with the management team and employees at all levels across the business
- Identify and recommend improvements in relation to fieldwork and employees
- Maintain openness and display attitudes and behaviours in line with organisational values, code of conduct and acceptable business practice. Display an ethical approach and appropriately confront unethical behaviour in others
- Develop and maintain effective relationships with key external stakeholders
- Actively participate in management team meetings and ensure effective communication of key business activities on an ongoing basis
- Be aware of and adhere to Privacy legislation, OH & S Legislation, and other relevant legislation
- Be aware of and adhere to EMAC Policy and Procedure manuals
- Be aware of and participate in staff performance reviews
- Attend all mandatory training as required
- Perform other duties as may be directed from time to time

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated knowledge of Eastern Maar Culture
- Proven connection to the Eastern Maar Territory
- Willingness to attend and learn work relating to the management and protection of Eastern Maar Culture and Country
- Competencies and experience in cultural heritage identification
- Demonstrated understanding of the regulatory framework in which EMAC operates
- Genuine appreciation and respect for Aboriginal people and their culture
- Demonstrated experience leading, supervising and coaching staff and to develop and implement work plans ensuring that service quality meets expected standards
- Proven ability to receive and follow directions and instructions
- Basic computer skills including MS Office
- Display a high level of accuracy and attention to detail
- Demonstrate excellent writing and grammatical ability
- Demonstrate an ability to organise work, plan, manage time effectively and meet deadlines
- Have a high degree of self-motivation and commitment to productive personal time management
- Respect for privacy requirements and an ability to maintain confidentiality
- Appropriate level of fitness and ability to sustain activity consistent with this position
- Excellent communication skills (written, verbal, listening)

DESIRABLE

- Demonstrated knowledge and experience in operational risk management
- 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.
- A demonstrable understanding of the key elements of EMAC's Country Plan goals.

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.
- Salary Packaging benefits
- 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 15 February 2024

“We will begin conducting interviews as soon as applications for the position are received.”

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.