

### POSITION DESCRIPTION

JOB TITLE:	Gariwerd Projects Officer
LOCATION:	Halls Gap, Victoria
TERM:	0.6 FTE, Part-time – 12 months
SALARY:	\$70,000 - \$80,000 per annum + SGC
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 Gariwerd Projects Officer will play a vital role in advancing cultural heritage initiatives through strong partnerships between EMAC, BGLC, GMTOAC and Parks Victoria. This position will focus on working closely with Eastern Maar community members, ensuring their cultural perspectives and knowledge are integrated into all stages of Parks projects in Gariwerd, including planning, design, and execution. The officer will also be responsible for keeping the community updated on Gariwerd project's progress and achievements.

Key aspects of the role include embedding Eastern Maar biocultural values and heritage preservation goals throughout each project and fostering economic opportunities for the Eastern Maar community. Representing EMAC within project governance, the Gariwerd Projects Officer will ensure that Parks Victoria initiatives honour and protect Gariwerd cultural heritage.

### KEY ROLES AND RESPONSIBILITIES



#### **KEY DUTIES OF THE POSITION INCLUDE:**

- **Engagement and Liaison:** Representing and coordinating insights and advice from Eastern Maar citizens, ensuring that their voices and cultural perspectives are central to project matters.
- **Collaborative Planning and Development:** Working closely with Parks Victoria to develop, guide, and coordinate various project initiatives, including:
  - Infrastructure planning and design development
  - Integrating cultural heritage and environmental considerations into project planning
  - Planning of interpretive signage
- **Partnerships with Other Entities:** Collaborating with other organisations or consultants to facilitate shared planning and project initiatives across all project areas.
- **Promotion and Advocacy:** Educating, promoting, and advocating for EMAC's ways of working, values, and goals within the projects, representing the aspirations of the Eastern Maar community.
- **Participation in Project Activities:** Attending meetings and forums, as required, to support Eastern Maar citizens in decision-making processes related to works on Country.
- **Continuous Engagement:** Supporting effective, ongoing communication around cultural heritage and land management matters that impact the Gariwerd projects.

Additionally, the officer will collaborate with EMAC employees, members, and the Eastern Maar community in Gariwerd project activities, fostering relationships, representing EMAC in relevant agencies, and managing logistics for engagement activities on project-related matters.

#### **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.
- Ensure compliance with legal and contractual requirements of the corporation.
- Be aware and participate in staff performance reviews.

#### **KEY SELECTION CRITERIA**

##### **Essential Criteria**

- Excellent interpersonal and communication skills with demonstrated experience in working collaboratively with multiple stakeholder groups.
- Sound project management skills with a 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.
- Demonstrated communication and interpersonal skills to engage with, build and maintain relationships with stakeholders.
- A current Victorian driver's license is essential.
- 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.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional-Owner-led communities and organisations.

##### **Desirable Criteria (Value Added)**

- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Demonstrated understanding of the Gariwerd Landscape Plan.
- Demonstrated understanding of the Aboriginal Heritage Act 2006.

#### **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.
- 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.*

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- A friendly and supportive culture
- 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 **Ms. Bansri Dave**, [bansri.dave@easternmaar.com.au](mailto:bansri.dave@easternmaar.com.au)

**Closing date for applications: COB Sunday 09 February 2025, until 11:59 PM.**

If you have any queries about the role, please email [bansri.dave@easternmaar.com.au](mailto:bansri.dave@easternmaar.com.au)

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.*