



## POSITION DESCRIPTION

**JOB TITLE:** Cultural Services Officer, Mana Developments  
**LOCATION:** Warrnambool, Victoria  
**TERM:** 1.0 FTE, 24 months, full-time  
**SALARY:** \$70,000 per annum, plus super  
**REPORTS TO:** Lead Consultant, Mana Developments  
**IDENTIFICATION:** This is a designated/identified Aboriginal and Torres Strait Islander appointment.

## 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, plusland) 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 Cultural Services Officer will play a vital role in organising and managing requests from clients for EMAC's cultural services. The role will respond to booking requests and organise Eastern Maar citizens to deliver services such as Welcome to Country and Smoking ceremonies. The role will work closely with the Cultural Programs Lead, Mana Developments to assist them to organise more complex bookings for events, educational sessions, etc.

Through managing the bookings for cultural services, the role is an important step in the process to raise the profile of Eastern Maar culture, and increase understanding about Eastern Maar heritage, cultural practices, values, perspectives, assertions, and the impacts of colonisation on our community.

The position will enable EMAC to respond to the increasing demand for cultural programs and services by the mainstream community which reflects a growing interest to learn about Eastern Maar Peoples through participation in ceremonies, educational sessions, guided walks on Country, tours and other cultural activities.

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This role will sit within the busy Mana Developments division, which has been established to build economic prosperity by providing services and products that generate an income to EMAC and Eastern Maar citizens. Mana means "lift up" in Keeray Wooroong language and the team is focused on lifting up the economic prospects and contributing to the financial independence of Eastern Maar citizens. The work of Mana Developments reflects an aspiration set by the community as part of *Meerreengeeye Ngakeepoorryeeyt*, the Eastern Maar Country Plan.

## **KEY ROLES AND RESPONSIBILITIES**

### **Cultural Services bookings**

- First point of contact for all booking requests for EMAC cultural services, including by phone and email. Cultural services include traditional dances, Welcome to Country and Smoking ceremonies, cultural competence sessions, guided walks on Country, etc.
- Maintain and update Mana Developments database for cultural service bookings.
- Organise Eastern Maar citizens to deliver these services on behalf of EMAC.
- Provide supportive, timely and accurate information to both clients and Eastern Maar citizens to ensure everyone understands the arrangements for the delivery of booked services.
- Complete relevant forms for invoicing and payment related to services delivered.
- Maintain a high level of confidentiality and ethical behaviour.
- Develop strong relationships with Eastern Maar citizens involved in delivering cultural activities and maintain a good rapport with clients.
- Ability to work in a fast-paced administrative role.
- Support the Cultural Programs Lead to organise bookings for more complex requests for cultural activities

### **Cultural Services delivery**

- Support Cultural Programs Lead to organise cultural programs and learning sessions, including set up and delivery on the day.
- Support the organisation of EMAC-initiated events, forums and larger meetings, and assist with delivery on the day.
- Provide general logistics support including but not limited to booking and organising meeting rooms, accommodation, travel and food/catering as needed.

### **Other general tasks**

- Work in a multidisciplinary team environment and work autonomously, including setting



priorities and monitoring own workflows to deliver a timely and quality service.

- Format documents and reports.

#### **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 from time to time.

### **KEY SELECTION CRITERIA**

We are seeking an enthusiastic, motivated and customer-service focused person for the Cultural Services Officer, who enjoys communicating with people, takes initiative and is responsive to customer requests.

#### **ESSENTIAL**

The key selection criteria specified below outline the capabilities required for the position.

- Passion for raising the profile of Eastern Maar culture amongst the wider community
- Experience organising meetings, forums or other activities
- Administration experience or relevant qualification.
- Customer service-focused work ethic
- Demonstrated strong writing and communication skills with a high level of attention to detail
- Knowledge and experience working with Microsoft Office applications.
- Strong computer skills, literacy and numeracy skills.
- Excellent time management skills and ability to prioritise workloads with a can-do attitude.

#### **DESIRABLE**

- Demonstrated understanding of EMAC's roles and purpose.
- Knowledge of the Eastern Maar Peoples, Country, culture, values and aspirations.
- Experience and capacity to manage relationships sensitively and effectively with a diverse stakeholder group including EMAC staff, Eastern Maar community members, and the general public.

## 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.
- Working with Children check. This process can be facilitated by EMAC if required.
- The incumbent requires the ability to travel regularly for work-related purposes. A current Victorian driver's licence is essential.
- A request to conduct probity checks does not guarantee that an offer of employment will be made.

## WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

What sets us apart...

- Flexible hybrid working arrangements available.
- Salary Packaging (or Salary Sacrificing) benefits are available in accordance with the ATO-approved rates for Public Benevolent Institutions, currently up to \$15,900 + Meal Entertainment benefits up to \$2,650 per year.
- Paid Christmas break in addition to 4 weeks annual leave
- Employee Assistance Program
- 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 Bansri Dave, [bansri.dave@easternmaar.com.au](mailto:bansri.dave@easternmaar.com.au).

**Closing date for applications: COB Monday 03 March 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)

### **Identified Role:**

*This is a designated position. Successful applicants must be able to provide evidence that they are of Aboriginal and/or Torres Strait Islanders descent; identify as an Aboriginal and/or Torres Strait Islander; and are accepted by their community as Aboriginal and/or Torres Strait Islander. The filling of this position is intended to constitute a special 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).*