



On Country Operations Manager

Position Description

<p>Reports to</p> <p>GM Biocultural Landscapes</p>	<p>Location</p> <p>Warrnambool, VIC</p>	<p>Salary</p> <p>To be negotiated in line with qualifications & experience</p>	<p>Direct Reports</p> <p>1</p>	<p>Employment Type</p> <p>1.0 FTE, 24 months Full-time</p>	<p>Identification</p> <p><i>NOT a Designated Aboriginal or Torres Strait Islander appointment</i></p>
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Overview of Eastern Maar Aboriginal Corporation

The *Native Title Act 1993 (Cth) (NTA)* requires that, following a native title determination, native title holders establish a *Prescribed Body Corporate (PBC)* to manage and protect their rights and interests. These corporations must incorporate under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)* and register with the *National Native Title Tribunal (NNTT)*. Once registered, they become a *Registered Native Title Body Corporate (RNTBC)*.

Eastern Maar Aboriginal Corporation (EMAC) was established in 2011 as an agent PBC following a positive consent determination by the Federal Court, covering an area known as PART B—from Deen Maar (Lady Julia Percy Island) to Dunkeld—shared with the Western Gunditjmarra People, represented by Gunditj Mirring Traditional Owners Aboriginal Corporation.

In 2023, a second determination expanded EMAC’s jurisdiction from Yambuk to Aireys Inlet, reaching Middle Creek and Ararat, and looping south to Dunkeld.

EMAC is a formally recognised Registered Aboriginal Party (RAP), with responsibilities for protecting and managing cultural heritage across a broader area extending to Winchelsea and Landsborough.

As the representative body for Eastern Maar citizens, EMAC leads the advancement of native title rights and interests, cultural heritage protection, high-quality policy advice, and initiatives aligned with the inherent rights, aspirations, and independence of its people.

Purpose of the Position

The purpose of the position is to lead and manage the On Country Operations Branch, where the manager is responsible for the end-to-end coordination, stabilisation, and delivery oversight of Land management programs across cultural heritage, natural resource management (NRM), and related fee-for-service activities. The role provides systems leadership rather than day-to-day supervision, ensuring work opportunities are translated into safe, reliable, and well-coordinated Land Management outcomes.

Key Roles and Responsibilities

Key duties include:

- **Operational Coordination and Delivery**
 - Act as the central coordination point for all on-ground work entering the branch.
 - Review scopes, priorities, timing, and delivery risk of proposed work.
 - Allocate work across IRP-funded Guardians, casual pools, and coordinated teams.
 - Manage seasonal peaks and troughs to maintain delivery capability.
- **Workforce Deployment and Support**
 - Provide leadership support to Coordinators and Team Leaders.
 - Act as the escalation point for complex workforce, performance, or behavioural issues.



- Address fragmented or dysfunctional practices and strengthen team cohesion.
- **Systems, Processes, and Corporate Knowledge**
 - Design, document, and embed systems for:
 - Work intake and prioritisation
 - Scheduling and allocation
 - Delivery tracking and reporting
 - Develop desktop procedures to ensure continuity and consistency.
 - Reduce reliance on individual knowledge by capturing corporate memory.
- **Policy, Safety, and Compliance**
 - Work with Policy Officer, Corporate Services, to prioritise and implement policies relevant to field operations.
 - Ensure Work Health and Safety (WHS) obligations are embedded in daily practice.
 - Oversee risk management for all on-ground activities.
- **Plant, Equipment, and Depot Oversight**
 - Hold accountability for plant, equipment, and asset management, including:
 - Equipment registers
 - Maintenance schedules
 - Compliance requirements
 - Provide oversight of depots to ensure they are safe, functional, and fit for purpose.
- **Contract and Risk Management**
 - Oversee delivery of NRM and fee-for-service contracts.
 - Ensure organisational capability aligns with contracted commitments.
 - Protect organisational reputation by avoiding over-commitment and under-delivery.
- **Capability Development and Growth**
 - Contribute to the development and maintenance of the branch capability statement.
 - Support staged growth into new service areas as workforce capability matures.
 - Align training and development pathways with future delivery goals.
- **Internal Collaboration and Representation**
 - Work closely with Cultural Heritage, Healthy Country, Mana Development, and Corporate Services.
 - Attend complex project meetings where operational understanding is required.

General

- Provide regular updates on opportunities, challenges and issues
- Be aware and adhere to The Privacy Act 1988, OH & S Legislation and other relevant legislation.
- 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.
- Understanding of quality and technical operating procedures in On Country operations.
- Demonstrate leadership in punctuality, tidiness, and professionalism.
- Demonstrate a willingness for further professional development and attendance at all mandatory training.
- Be aware of and participate in staff performance reviews.
- Actively participate and contribute to Corporation, Division and Branch meetings as required.



Key Selection Criteria – Essential

- Valid Driver's Licence is mandatory
- Expertise in Aboriginal Cultural Heritage
- Demonstrated experience and ability to provide strategic leadership and drive organisational excellence in a complex environment.
- Proven experience in managing diverse teams and working conditions and implementing change initiatives.
- Expertise in corporate governance, compliance, and risk management
- Strong stakeholder engagement skills, including the ability to manage relationships such as with Board of Directors, Board members, community, and external partners.
- Proficiency in financial oversight, budgeting, and resource management, including experience with funding agreements.
- Track record of driving continuous improvement and fostering innovation within an organization.
- Victorian Drivers Licence with Light Rigid or Medium Rigid endorsement.

Key Selection Criteria - Desirable

- Strong understanding of the importance of Country to Traditional Owners, recognising the Eastern Maar Peoples as the Traditional Owners of the south-west region of Victoria.
- Commitment to and appreciation of Eastern Maar culture, values, perspectives, and heritage, including the impacts of colonisation and the importance of cultural continuity.
- Demonstrated understanding of and commitment to Aboriginal self-determination, supporting the aspirations of the Eastern Maar community.
- Relevant tertiary qualifications and experience in Public Administration, Cultural Heritage Management or related fields.
- Experience with quality assurance systems and accreditation processes.
- Understanding of Native Title and Traditional Owner Settlement processes.
- Demonstrated leadership experience in non-profit, community-based, or Aboriginal organizations, coupled with a strong understanding of and commitment to Aboriginal culture.

Other position requirements

- Holder of a Working with Children Check
- Holder of a Current Victorian Driver's Licence.
- Undertaken a National Police Check for Employment Purposes within the last 3 months

Note: A request to conduct probity checks does not guarantee an offer of employment.

Working with EMAC – Our offer to you

At EMAC, we are committed to fostering a supportive, culturally safe, and empowering work environment. When you join our team, you'll enjoy:

- Flexible hybrid working arrangements available
- Salary packaging benefits in accordance with the ATO-approved rates for Public Benevolent Institutions. Currently up to \$15,900, plus Meal and Entertainment benefits up to \$2,650 per year.
- Paid Christmas break in addition to 4 weeks' annual leave
- Employee Assistance Program



Eastern Maar
Aboriginal Corporation

- A friendly and supportive culture
- Professional development opportunities.

How to apply

To apply, send your resume and a cover letter addressing the Key Selection Criteria to Ms. Bansri Dave, HR Officer at bansri.dave@easternmaar.com.au

Closing Date

Sunday, 08 March 2026 at 11:59 PM.