



On Country Coordinator

Position Description

<p>Reports to</p> <p>On Country Operations Manager</p>	<p>Location</p> <p>Warrnambool, Victoria</p>	<p>Salary</p> <p>Band 3 + super</p>	<p>Direct Reports</p> <p>On Country Guardians</p>	<p>Employment Type</p> <p>1.0 FTE, 12 months Full-time</p>	<p>Identification</p> <p>NOT a Designated Aboriginal or Torres Strait Islander appointment</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 a 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 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

Key duties include:

- **Staff management:** Effectively supervise On Country Guardians, including training, development, knowledge and skills transfer.
- **Collaborative planning and coordination:** Work closely with the Biocultural Landscapes Division to assist with planning and coordination of works across Biocultural Landscape Units.
- **Field Work**
 - Provide leadership and management to the On Country branch of EMAC, including



running 'toolbox' meetings to assist with daily work planning, knowledge development and mentoring, and ensuring compliance with Occupational 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
- Community Engagement and Development: With the Sea Country Manager, lead community engagement and development of Eastern Maar's Sea Country Plan and related plans, or position statements.
- Provide advice on opportunities, challenges, and issues related to the management of On Country within the EMAC ancestral estate.

Key Selection Criteria – Essential

- 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
- Strong written and oral communication skills, with the ability to effectively engage



and maintain relationships with a range of stakeholders, including management, government bodies, and community members.

- Proven ability to show initiative, work collaboratively, prioritise work requirements, consult appropriately, and respond to direction.
- Excellent time management skills, with the ability to manage multiple official outcomes.
- Proven planning, problem-solving, and analytical skills, with the ability to work through moderately complex issues and guide or coach others in resolving problems.

Key Selection Criteria - Desirable

- Strong understanding of the importance of Country to Traditional Owners, recognizing the Eastern Maar Peoples as the Traditional Owners of the south-west region of Victoria.
- Ability to communicate respectfully, sensitively, and effectively with Eastern Maar citizens, as well as all Aboriginal and/or Torres Strait Islander peoples.
- Commitment to and appreciation of Eastern Maar culture, values, perspectives, and heritage, including the impacts of colonization and the importance of cultural continuity.
- Qualifications and/or experience in land and/or sea management.
- Demonstrated understanding of and commitment to Aboriginal self-determination, supporting the aspirations of the Eastern Maar community.

Other position requirements

- Working with Children Check within 90 days
- Current Victorian Driver's Licence.
- 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 + 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, 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, 24 May 2026 at 11:59 PM.

