



POSITION DESCRIPTION

Position Title	Indigenous Partnerships Coordinator		
Classification	Band K	GHCMA Enterprise Agreement	
Division	Land Health and Biodiversity		
Position Reports To	Biodiversity and Indigenous Partnerships Manager		
Employment Type	Ongoing/part-time, Designated Position	FTE	0.6
Location	Hamilton or Warrnambool		
Flexibility	The position is based in Hamilton or Warrnambool with options to work from home and out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.		

Organisational Context

The Glenelg Hopkins Catchment Management Authority (CMA) was established in 1997 to effectively and efficiently deliver land, water and biodiversity programs that protect and enhance landscapes as well as support thriving communities.

We connect individuals and interest groups who live on, work with, and enjoy our land and waterways with reliable information, valuable opportunities, and inspirational motivation so that the community is informed, empowered, and enabled to create a sustainable South West Victoria.

Our organisation is committed to our three key values of being 'Professional, Collaborative and Innovative' that underpin our workplace culture.

There are three program areas within the GHCMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

The Indigenous Partnerships Coordinator coordinates the development and delivery of Indigenous partnership projects within the Glenelg Hopkins region; and the implementation of the CMA's Aboriginal Partnership Framework.

The position works collaboratively with Traditional Owner groups, Indigenous communities, and other partners to enhance natural and cultural resource management (NCRM) outcomes across the catchment.

As a member of the Indigenous Partnerships Team, the Indigenous Partnerships Coordinator will undertake cultural broker-related activities, which may include, but are not limited to: building the organisation's cultural competency, strengthening connections with Traditional Owner organisations, and supporting the delivery of the Glenelg Hopkins CMA Indigenous Participation Plan.

Special Measures

The filling of this position is intended to constitute a special measure under Section 12 of the Equal Opportunity Act 2010 (Vic). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.

Confirmation of Aboriginal and/or Torres Strait Heritage will be required prior to employment.



Stakeholder Relationships

Direct Reports:	0	Indirect Reports:	0
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Internal	External
GHCMA staff Executive Managers	Traditional Owners Indigenous communities, Government organisations and authorities Other CMAs Consultants/contractors Members of the public

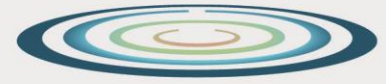
Key Responsibilities

Key Result Area	Key Position Accountabilities
Stakeholder and Community Relationships	<p>Develop and maintain effective working relationships and partnerships with Traditional Owner groups and Indigenous organisations.</p> <p>Facilitate, liaise and negotiate with landholders, local government, community groups, NGO's, government agencies and contractors to effectively develop and deliver projects.</p> <p>Represent the CMA in a variety of forums with the community, regional agencies and investors within area of responsibility.</p> <p>Implement and maintain the CMA Aboriginal Partnerships Framework.</p> <p>Coordinate the implementation of Traditional Owner Partnership Agreements, and the development of new Partnership Agreements as required.</p>
Project Delivery	<p>Coordinate the development and delivery of allocated components of the program by applying technical expertise and relevant experience to the management of multiple projects across the project life cycle, including project initiation, planning, implementation, monitoring and reporting, and project closure.</p> <p>For allocated projects, undertake project communications, procurement / contract management, risk management and scope/time/budget/quality management (within delegation).</p> <p>Oversee and manage effective allocation and use of resources (financial and people) to deliver projects.</p>
Strategic Advice and Planning	<p>Provide strategic advice both internally and externally, including contributions to regional and state-wide planning and investment processes.</p> <p>Remain abreast of changing legislation and requirement, to inform and adapt CMA policies and guidelines, as required.</p>
Investment Planning	Lead and/or support the development of allocated investment proposals.



Organisational Requirements

Area	Requirements
Risk	<p>Employees of Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> • Taking all reasonable and practicable steps to implement efficient systems and procedures • Contributing to the continued improvement of the CMA's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures • Maintaining adequate records to demonstrate the management of risk.
Occupational Health & Safety (OHS)	<p>Employees and contractors of Glenelg Hopkins CMA are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers • Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff • Co-operate in achieving a safe and healthy workplace • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance or without specific licences and certifications • Set a personal example • Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.
Record Keeping	<p>Responsible for ensuring all record keeping activities under your control have been identified, created, and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.</p>
Limits of Authority	<p>Authority is limited to and in accordance with the current Instrument of Delegation.</p>
Organisational Accountabilities and Responsibilities	<p>The Glenelg Hopkins CMA is committed to the health, safety and wellbeing of all staff and as such will comply with all relevant statutory requirements. It is a condition of employment with the CMA that all employees comply with organisational Values, the Victorian Public Sector Code of Conduct and policies and procedures (as updated and amended from time to time).</p>



Skills, Knowledge and Experience required to undertake the Role

- A degree or equivalent tertiary qualification in a field of science/ natural resource management/community development and a minimum of five years' experience in natural and cultural resource management.
- Identify as an Aboriginal or Torres Strait Islander person and demonstrate experience and confidence working with Traditional Owners and Indigenous communities in natural and cultural resource management, including knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and the issues affecting them.
- Demonstrated experience in managing multiple and complex projects to achieve desired outcomes within specified timeframes and budget. This includes preparing detailed reporting, funding acquittals and investment bids.
- Demonstrated ability to communicate effectively, engage and negotiate with a wide range of partners and stakeholders, and to communicate, engage and consult effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- Demonstrated knowledge and experience in developing investment proposals and responding to environmental grant opportunities.
- Experience in managing, supervising or mentoring staff.
- Demonstrated effective communication and interpersonal skills and ability to develop and maintain positive relations with internal and external stakeholders.
- Sound skills and knowledge of software relevant to project management, including geographic information systems and Microsoft Office suite.
- Current Victorian Driver's Licence (Manual), Police Check and Victorian Working With Children Check (PC and WWCC can be obtained prior to appointment) and the completion of a self-assessment pre-employment medical declaration.

Position Certification

My signature below confirms that I understand and agree to undertake the inherent requirements of the position as outlined above.

Employee Name	Employee Signature	Date:
Manager Name	Manager Signature	Date:

Office use only

Position Reason	New position Replacement Position Other	Position Re-designed Position updated
Approved by:	CEO	Date: 17 January 2024