

## POSITION DESCRIPTION

<b>Position Title</b>	Indigenous Partnerships Coordinator		
<b>Classification</b>	Band 5-6 (depending on qualifications and experience)	GHGMA Enterprise Agreement	
<b>Division</b>	Land Health and Biodiversity		
<b>Position Reports To</b>	Biodiversity and Indigenous Partnerships Manager		
<b>Employment Type</b>	Ongoing	<b>FTE</b>	1.0
<b>Location</b>	Hamilton or Warrnambool		
<b>Flexibility</b>	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 CMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO Office.

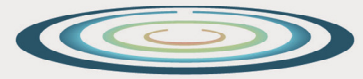
We employ passionate people who deliver our projects through the entire catchment area.

### About the role

This position coordinates Indigenous partnership projects within the Glenelg Hopkins region; and the implementation of our Aboriginal Partnership Framework.

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

The position also includes 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 our Indigenous Participation Plan.



## Stakeholder Relationships

<b>Direct Reports:</b>	0	<b>Indirect Reports:</b>	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

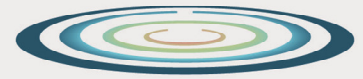
## Key Responsibilities

Key Result Area	Key Position Accountabilities
<b>Stakeholder and Community Relationships</b>	Develop and maintain effective working relationships and partnerships with Traditional Owner groups and Indigenous organisations. Facilitate, liaise and negotiate with landholders, local government, community groups, NGO's, government agencies and contractors to effectively develop and deliver projects. Represent the CMA in a variety of forums Implement and maintain the CMA Aboriginal Partnerships Framework. Coordinate the implementation of Traditional Owner Partnership Agreements, and the development of new Partnership Agreements as required.
<b>Project Delivery</b>	Coordinate multiple projects or sub-projects including project initiation, planning, implementation, monitoring and reporting, and project closure. For allocated projects, undertake project communications, procurement / contract management, risk management and scope/time/budget/quality management (within delegation).
<b>Strategic Advice and Planning</b>	Provide strategic advice both internally and externally, including contributions to regional and state-wide planning and investment processes. Remain abreast of changing legislation and requirements, to inform and adapt CMA policies and guidelines, as required.
<b>Investment Planning</b>	Support the development of allocated investment proposals.



## Organisational Requirements

Area	Requirements
<b>Risk</b>	<p>Employees of Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> <li>• Taking all reasonable and practicable steps to implement efficient systems and procedures</li> <li>• 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</li> <li>• Maintaining adequate records to demonstrate the management of risk.</li> </ul>
<b>Workplace Health &amp; Safety (WHS)</b>	<p>Employees and contractors of Glenelg Hopkins CMA are required to:</p> <ul style="list-style-type: none"> <li>• Take the care to protect their own health and safety and that of their fellow workers</li> <li>• Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff</li> <li>• Co-operate in achieving a safe and healthy workplace</li> <li>• Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers</li> <li>• 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</li> <li>• Set a personal example</li> <li>• Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to WHS requirements and standards.</li> </ul>
<b>Record Keeping</b>	<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>
<b>Limits of Authority</b>	<p>Authority is limited to and in accordance with the current Instrument of Delegation.</p>
<b>Organisational Accountabilities and Responsibilities</b>	<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

- A degree or equivalent qualification, or considerable on-the-job experience, in a field of science, natural resource management, community development, cultural resource management or similar
- Demonstrated experience and confidence working with Traditional Owners and Indigenous communities in natural and cultural resource management, including knowledge and understanding of Aboriginal societies and cultures and the issues affecting them
- Demonstrated experience in managing projects to achieve desired outcomes on time and within budget
- Demonstrated effective communication and interpersonal skills to engage and negotiate with a wide range of partners and stakeholders.
- Ability to use relevant software, such as the Microsoft Office suite
- Current Victorian Driver's Licence (Manual), National 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 <b>Replacement Position</b> Other	Position Re-designed Position updated
Approved by:	CEO	Date: 29/08/2024