



# COORDINATOR ABORIGINAL PARTNERSHIPS AND ENGAGEMENT POSITION DESCRIPTION

CMA PD 149

*"Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes".*

<b>Position Title</b>	Coordinator Aboriginal Partnerships and Engagement		
<b>Team</b>	Operations and Community		
<b>Location</b>	Mildura		
<b>Position Tenure</b>	Temporary 2 years (extension subject to funding)		
<b>Time Fraction</b>	FTE 1.0	<b>Job Share Arrangement</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Classification</b>		<b>Salary Range</b>	
<b>Delegation</b>	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
<b>Supervises</b>	Nil		

## Position Purpose

Working within the Environmental Water Team this role is aligned to support and deliver upon key objectives and performance indicators as listed under The Living Murray (TLM) Icon Site project plans. A primary function is to implement and coordinate activities of engagement with the Aboriginal indigenous community and provide a link between Icon Site management and the Indigenous Aboriginal community.

This position will contribute to environmental and cultural outcomes for local Aboriginal communities. It will work with Traditional Owners, Aboriginal community partners to develop information on local Aboriginal water values and drive a primary focus on the uses of water at two Living Murray Icon sites; Hattah Lakes and Lindsay-Mulcra-Wallpolla.

This role is considered pivotal in supporting the alignment between current natural resource management practices and historic and modern cultural water values and activities. Within the role you are to represent the Mallee Catchment Management Authority (CMA) and work with the Indigenous Aboriginal community to share knowledge of traditional waterway use and understanding, and facilitate links between culture and diversity, and where possible, foster an environment of inclusive decision making with Traditional Owner groups and the wider Aboriginal communities.

The role requires the incumbent to focus on building and maintaining strong partnerships and working relationships with community groups, including Traditional Owner groups, local Aboriginal community groups, volunteer groups, schools and landholders.

The role contributes to achieving Mallee Catchment Management Authority Business Objective 1 to ensure that community is central to the planning, delivery and evaluation of natural resource management (NRM) and 2 to protect and enhance the region's natural, cultural and productive values.

## Responsibilities

- Lead and facilitate opportunities for active Aboriginal participation and capacity building in TLM Icon site Environmental watering activities.

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- Ensure aboriginal values, knowledge and perspectives are represented, considered and incorporated in Environmental watering activities on an ongoing basis.
- Facilitate two-way engagement to ensure ongoing activities and outcomes are shared with indigenous stakeholders.
- Undertake and document inspections of sites during environmental water program life cycle to ensure protection of culturally significant areas using a risk-based approach.
- Support project delivery teams to liaise with traditional owners to resolve cultural heritage and project implementation matters.
- Support project delivery teams in development of Cultural Heritage Assessments for environmental watering and monitoring projects.
- Be involved in Icon Site monitoring and share local cultural values and knowledge with contractors.
- Represent Mallee CMA as needed at key stakeholder and delegate meetings to support indigenous engagement and inclusion.
- Explore opportunities, identify and document future projects to align activities which development and implement cultural uses of environmental water.
- Assist with organisational business processes that ensure the Mallee CMA meets its obligations with regard to Cultural Heritage, Native Title and the Traditional Owner Settlement Act (Victoria). Work collaboratively with all members of the environmental water team to ensure a consistent and informed approach to executed work activities.
- Manage own time, set priorities, plan and organise own work so as to achieve specific objectives within the resources available and set time frames.

### Key Relationships

Program Manager TLM Sites (Supervisor)

Manager Environmental Water – (Unit Manager)

Partnership and Engagement Officer TLM (Support)

Environmental Water Team (Support)

Aboriginal Reference Group (Key Stakeholders)

First Peoples of the Millewa-Mallee Aboriginal Corporation (Key Stakeholder)

Aboriginal Communities within the Mallee CMA Region (Key Stakeholders).

Core Capability/Sub Capability	Capability Level Descriptor
<p><b>Community and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Community Value L2</li> <li>• Builds Trust L2</li> <li>• Partnerships and Collaboration L2</li> <li>• Investors and Networking L2</li> </ul>	<p>Has detailed understanding of local communities and groups that we work with and delivers information to build community capacity for NRM.</p> <p>Role models privacy and confidentiality for all interested parties, building trust, in accordance with policy and legislation.</p> <p>Obtains interested parties' feedback on analysis, alternatives and /or decisions. Works directly with the interested parties throughout the process to ensure concerns and aspirations are consistently understood and considered.</p> <p>Keeps up to date with interested parties needs and concerns and provides interested parties with information and advice.</p>

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<p><b>Leadership and Excellence</b></p> <ul style="list-style-type: none"> <li>• Direction and Purpose L2</li> <li>• Strategic Focus L1</li> <li>• Team dynamics L1</li> <li>• Style and Approach L2</li> </ul>	<p>Generates ideas and suggestions to enhance work practices and achieve organisational objectives.</p> <p>Meets requirements of work plans and understands how work contributes to the achievement of Corporate Plan outcomes.</p> <p>Contributes to team discussions, problem solving and decision making in culturally respectful ways.</p> <p>Demonstrates effective and appropriate interpersonal skills e.g. active listening, empathy in all verbal and non-verbal communications.</p>
<p><b>Interpersonal Communication</b></p> <ul style="list-style-type: none"> <li>• Written Communication L2</li> <li>• Verbal Communication L2</li> </ul>	<p>Prepares accurate documents and written communications including project publications, digital and print material that incorporates content appropriate for the purpose and audience.</p> <p>Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback.</p>
<p><b>Natural Resource Management</b></p> <ul style="list-style-type: none"> <li>• Local NRM Issues L2</li> <li>• Cultural Heritage L2</li> </ul>	<p>Investigates and understands issues locally to manage natural resources effectively.</p> <p>Delivers projects consistent with cultural heritage protection and manages cultural heritage assessments.</p>
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Time Management L2</li> <li>• Problem Solving L2</li> <li>• Accountability L2</li> </ul>	<p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.</p> <p>Listens respectfully, facilitates the resolution of interested parties and colleagues' problems in respectful ways.</p> <p>Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p>
<p><b>Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Participation, Inclusion and Up-skilling L2</li> <li>• Technology and Systems L1</li> <li>• Creativity and Innovation L1</li> </ul>	<p>Collaborates with others from different professions and project teams to share skills and knowledge. Works to address skill gaps and assists others to identify their development needs. Builds a positive, supportive team environment.</p> <p>Uses technology and software applications effectively in relation to task requirements.</p> <p>Identifies ways to do things better, develops ideas with others and assists with the implementation of changes to routine work practices.</p>
<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• Project Management L1</li> <li>• Procurement &amp; Contract Management L1</li> </ul>	<p>Delivers project outcomes as defined in the project plan and maintains accurate project records.</p> <p>Adheres to purchasing guidelines, achieves value for money and keeps records. Understands the process of contract management for delivery of services.</p>
<p><b>Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• Legislation and Compliance L2</li> <li>• OHS&amp;W L1</li> </ul>	<p>Manages work practices to comply with relevant legislation and interested parties' requirements.</p> <p>Ensures work practices support staff wellbeing, personal safety and the safety of others in accordance with policy and procedure. Reports incidents/hazards/injury and proactively works to improve OHS&amp;W.</p>
<p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>• Achieving results L1</li> </ul>	<p>Works effectively with others in respectful ways to achieve expected outcomes.</p>

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Personal Attribute	Descriptor
<b>Self-Disciplined</b>	Manages own time to achieve key outcomes Avoids distraction and diversions Is organised and methodical
<b>Collaborative</b>	Works with others to achieve common goals Engenders a spirit of teamwork Inspires trust
<b>Flexible</b>	Adapts to changing circumstances in the workplace Prioritises work and addresses what is most important Takes advantage of new and emerging opportunities

Licences, Qualifications, Certificates
<b>Essential Requirements</b>
<b>Essential</b> <ul style="list-style-type: none"> <li>• Driver's Licence</li> </ul>
<b>Desirable</b> <ul style="list-style-type: none"> <li>• A degree in Natural Resource Management, Communication, Project Management or related discipline with 3+ years relevant experience.</li> </ul>

Position Specific Requirements
<ul style="list-style-type: none"> <li>• 3 to 5 years' previous experience in a similar position with an understanding of NRM, cultural heritage and indigenous engagement</li> <li>• Experience in the engagement of Aboriginal Communities and demonstrated success delivering on intended business outcomes</li> <li>• The position may involve some work outside normal office hours</li> <li>• The position will be required to assist in the development and delivery of training, mentoring and professional development in the specific areas of Cultural awareness and Cultural heritage.</li> </ul>

Position Description Approved			
The details contained in this Position Description are an accurate statement.	As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.		
_____	_____	_____	____/____/____
Chief Executive Officer	Date	Incumbent	Date