

# Position Description

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| <b>Position title:</b>      | Aboriginal Facilitator              |
| <b>Reports to:</b>          | Manager Community and Relationships |
| <b>Location:</b>            | Huntly                              |
| <b>Band classification:</b> | 7/8                                 |
| <b>Employment status:</b>   | Part time to March 2023             |
| <b>Hours:</b>               | 30 hours per week (flexible)        |

*The North Central CMA acknowledges respects the contribution of Aboriginal and Torres Strait Islander peoples' knowledge towards improving water management and planning. Aboriginal and Torres Strait Islander people have rich cultural, spiritual and economic connections to land and water through their relationship with Country.*

## About the North Central Catchment Management Authority (CMA)

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Our vision is for sustainably managed land, water and biodiversity resources that support productive and prosperous communities now and in the future. Our Mission is that we create natural resource management partnerships and programs that deliver lasting change.

We achieve this through:

- Connecting natural resource management activities;
- Enabling active communities and;
- Supporting sound decisions with knowledge.

We pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this, we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile.

### Our trademark and behaviours

The North Central CMA's trademark is "*We are knowledgeable, engaging and reliable*". We achieve this through our commitment to the following behaviours across all areas of our organisation:

- Seek to understand
- Be honest and take responsibility
- See something, do something
- Show respect
- Actively engage

The foundation of North Central CMA's success is in the behaviours, knowledge and skills of our people. To maintain and exceed current levels of success and to chart our future direction with confidence, it is essential that we continue to employ people who are aligned to our trademark and can commit to these behaviours. Together with the appropriate skills and experience, this commitment is required to become a dedicated and valued member of our team.

## Our operating environment

The principal statutory obligations of the North Central CMA are prescribed in the Victorian *Catchment and Land Protection Act 1994* and *Water Act 1989*. The core function of the North Central CMA is the delivery of our accountabilities under the *Catchment and Land Protection Act and Water Act 1994*, which primarily include; Regional planning and coordination; Regional delivery; Statutory functions under Part 10 of the *Water Act 1989*; and Statutory functions under Part 77 of the *Water Act 1989*.

The North Central CMA is principally responsible for protecting and improving the health of the region's land and water in-line with the North Central Regional Catchment Strategy (RCS) and its approved plans and sub-strategies, and delivering on its statutory responsibilities for waterway, rural drainage and floodplain management.

The North Central CMA's strategic direction is guided by Victorian and Australian Government policies including: Our Catchments, Our Communities; Water for Victoria; Protecting Victoria's Environment-biodiversity 2036; Victorian Waterway Management Strategy; Victorian Floodplain Management Strategy; Victorian Climate Change Framework; Living Murray Program, National Landcare Program and Victorian Aboriginal Affairs Framework.

The North Central CMA comprises a Board, which is directly responsible for strategic direction and which has final responsibility for the functions of the Authority.

## Position objective

This position plays important role within the North Central CMA and is responsible for supporting the organisation's compliance with the Aboriginal Heritage Act 2006, the Traditional Owner Settlement Act 2010 (Recognition and Settlement Agreement obligations with Dja Dja Wurrung Clans Aboriginal Corporation and Taungurung Land and Waters Council) and the Dja Dja Wurrung and North Central CMA Partnership Statement, by supporting project staff through the provision of expertise and appropriate networks. The role will be responsible for developing cultural awareness (internal and external) training opportunities and contribute to the development or improvement of cultural competencies framework, policies and procedures. The role will also be responsible for delivering aspects of the of the North Central CMA Reconciliation Action Plan; this includes NAIDOC and Reconciliation Week activities.

## Core responsibilities and duties

- Be the primary point of contact for Aboriginal legislative matters as they relate to the core business and functions of the North Central CMA.
- Provide support and direction to North Central CMA staff, Board, Board Subcommittees and our project partners with respect to Aboriginal cultural heritage management, Recognition Settlement Agreement obligations, Joint Management Plans and Aboriginal legislation. This will include documenting and reporting, as well as support, advice and internal training to ensure compliance.
- Coordinate the delivery of skills, training Cultural Awareness activities in line with actions of the North Central CMA's Reconciliation Action Plan. This may include the delivery of NAIDOC and Reconciliation Week activities and supporting responsibility for supervision of school-based trainees and students on placement.
- Provide written and oral progress reports to the North Central CMA Board and leadership team, as required.
- Develop and maintain strategic partnerships including the Catchment Management Authorities' State-wide Aboriginal Facilitator Network, and Aboriginal communities and organisations in the North Central region. Identify opportunities and resources to assist Aboriginal and Torres Strait Islanders peoples and communities to participate in and undertake natural resource management.
- Develop opportunities for collaborative projects and leveraging funding to support opportunities for Aboriginal self-determination.



- Undertake other duties as required.

### Qualifications

Demonstrated experience and/or an appropriate qualification from one of the following: Aboriginal Cultural Heritage, Archaeology, Environmental Science, Natural Resource Management or a related discipline. Extensive relevant experience working with Aboriginal and Torres Strait Islander communities and adherence to key Aboriginal legislation.

### Key selection criteria

- Oral and written communication skills, including outstanding interpersonal skills, demonstrating a capability to work with a diversity of partners and stakeholders, government bodies and community members, including Aboriginal communities, groups and organisations.
- A sound understanding of Victorian Aboriginal cultural heritage legislation including the *Aboriginal Heritage Act 2006*, the *Traditional Owner Settlement Act 2010* (or demonstrated willingness to learn).
- Good knowledge and experience of Aboriginal culture and society in the North Central CMA region and an understanding of the key Traditional Owner concerns, particularly in relation to Caring for Country.
- Ability to build positive relationships with Aboriginal and Torres Strait Islander communities of the North Central region of Victoria and show respect for cultural sensitivities.
- Proven organisational skills with the ability to set priorities and achieve objectives within timeline and budget constraints. Management of projects and/or programs related to natural resource management, is desirable.
- An ability to cooperatively and collaboratively solve problems, find solutions to difficult tasks and develop and improve effective partnerships with a range of colleagues, community members, Traditional Owners and other partners or stakeholders.

### Other position requirements

It is expected the applicant understands North Central CMA objectives within broader government policy.

A good understanding of conservation and river health priorities in relation to caring for Country.

The applicant requires the ability to regularly travel to areas within, but not limited to, the North Central CMA region.

### Relationships

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|--------------------|--|
| Reports to:        | Manager Community and Relationships  |
| Responsible for:   | No direct reports  |
| Internal liaisons: | CEO, Executive team and other staff<br>Board and sub-committees  |
| External liaisons: | The region's Aboriginal and Torres Strait Islander communities and organisations,<br>Government departments (State, Federal and Local)<br>Other government agencies including Aboriginal Victoria,<br>Non-Government Organisations,<br>Research and Development agencies including Arthur Rylah Institute (ARI), Professional advisers engaged by North Central CMA, Professional organisations and associations,<br>Private corporations, Community groups, Members of the public |



## Other relevant information

### *Diversity and Inclusion*

The North Central CMA acknowledges Aboriginal Traditional Owners within the region, their rich culture and spiritual connection to Country. the contribution and interest of Aboriginal people and organisations in land and natural resource management. We value the unique skills and experience Aboriginal employees bring to our culture and our community and are committed to providing supportive career development opportunities.

The North Central CMA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Manager.

### *Flexible work place*

We understand that life balance is an important part of our employees' lives. We offer a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

### *Health and Safety*

Employees are required to carry out their work in accordance with health and safety legislation, and North Central CMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided. This includes cultural safety and wellbeing.

### *Financial delegation*

The position has a financial delegation of \$25,000

### *Multi-skilling*

The purpose of a position description is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other North Central CMA documents such as collective agreements, letters of appointment, lists of duties, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to be performed. An employee may be directed to carry out such duties as are within the limit of the employee's skills, competence and training, provided that such duties do not promote a narrowing of the employee's skill base.

An employee may be directed to carry out such duties as are within the limit of the employee's skills, competence and training, provided that such duties do not promote a narrowing of the employee's skill base. Where an employee is directed to carry out any work within their classification band or of a lower band such work shall be performed without change in salary. Where directed to carry out work of a higher band the provisions of the North Central Catchment Authority (CMA) 2017 Collective Agreement (or its successors) shall apply.

### *Privacy and Probity*

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for this role.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please contact us by phone on 03 5448 7124 or email at [info@nccma.vic.gov.au](mailto:info@nccma.vic.gov.au)

