



**NORTH CENTRAL**  
Catchment Management Authority  
*Connecting Rivers, Landscapes, People*

## POSITION DESCRIPTION

<b>Unit:</b>	Strategy and Partnerships
<b>Position Title:</b>	<b>Aboriginal Facilitator</b>
<b>Reports to:</b>	Manager – Engagement and Evaluation
<b>Location:</b>	Huntly
<b>Classification:</b>	Band 7/ 8
<b>Employment Status:</b>	Permanent
<b>Hours of work:</b>	Role may be undertaken full-time or part-time, by negotiation
<b>Date :</b>	May 2018
<b>DM:</b>	NCCMA-94-140

**While this is not an identified position, applications from Aboriginal and Torres Strait Islander people are strongly encouraged for this role.**

### 1. The organisation

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Delivering programs in partnership with communities and other agencies, the North Central CMA works to deliver lasting change for the region's four river catchments and the many natural resources assets they contain.

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.

Respectful partnerships with the region's Traditional Owners and Aboriginal and Torres Strait Islander communities is central to achieving our vision. We are committed to an inclusive and culturally safe workplace.

### 2. Organisational Trademark and Behaviours

At North Central CMA, we strive to achieve our trademark, which is: *Knowledgeable, Engaging and Reliable*. To achieve this, we have committed 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 North Central CMA's success is attributed to the 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.

### **3. Organisational objectives**

The North Central CMA has been established to achieve integration in land and water management throughout north central Victoria. The core business of the Authority delivers on accountabilities under the *Catchment and Land Protection Act 1994* and *Water Act 1989*, which primarily include:

- coordinating the management of land, biodiversity and water resources through the development of the Regional Catchment Strategy (RCS);
- enabling the regional community to provide local input to the planning and implementation of the RCS; and
- formulating and delivering targeted interventions to protect the region's land, biodiversity and water assets.

The North Central CMAs strategic direction is also guided by other key Government strategic directions including: *Our Catchments, Our Communities*; *Water for Victoria*; *Protecting Victoria's Environment-biodiversity 2036*; *Victorian Waterway Management Strategy*; *Victorian Floodplain Management Strategy*; and *Victorian Climate Change 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.

### **4. Position objectives**

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* and the Dja Dja Wurrung Group and North Central CMA Partnership Statement, by supporting project staff through the provision of expertise and appropriate networks. The role will also be responsible for coordinating the reporting of the North Central CMA Reconciliation Action Plan; this may include delivery of agreed aspects, such as cultural competencies improvement and NAIDOC and Reconciliation Week activities.

### **5. Key roles and responsibilities**

- 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 cultural heritage management and Aboriginal legislation. This will include documenting and reporting, as well as support, advice and internal training to ensure compliance.
- Coordinate reporting of the North Central CMA's Reconciliation Action Plan. This may include the delivery of agreed components, such as skills training and cultural awareness activities for the North Central CMA corporate family.
- 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 Islander peoples and communities to participate in and undertake natural resource management.
- Undertake other duties as required.

#### **6. Key selection criteria**

- Demonstrated experience and/or an appropriate qualification from one of the following: Cultural Heritage, Archaeology, Environmental Science, Natural Resource Management or a related discipline. Extensive relevant experience in the engagement of the Aboriginal and Torres Strait Islander communities and adherence to key Aboriginal legislation.
- Excellent oral and written communication skills, including outstanding interpersonal skills, demonstrating a capability to work with a diversity of stakeholders, government bodies and community members, including Aboriginal communities, groups and organisations.
- Good knowledge and experience of Aboriginal culture and society in the North Central CMA region and an understanding of the key Traditional Owner and Aboriginal and Torres Strait Islander issues, particularly in relation to Caring for Country.
- 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.

#### **7. Other Selection Criteria & Special Position Requirements**

- Ability to form positive relationships with Aboriginal and Torres Strait Islander communities of the North Central region of Victoria, and show respect for cultural sensitivities.
- A thorough understanding and awareness of North Central CMA objectives within broader Government policy as it relates to natural resource management. A good understanding of conservation and river health priorities in relation to Aboriginal aspirations and North Central CMA.
- Proficiency in the use of computer and telecommunications technology including word processing, spreadsheets and databases, voicemail and email, etc.
- Knowledge of EEO and OH&S principles and practices as they apply in the Victorian Public Service.
- The incumbent requires the ability to regularly travel to areas within, but not limited to, the North Central region.

#### **8. Organisation Relationships**

Reports to: Manager Engagement and Evaluation

Responsible for: No direct reports

Internal Liaisons: Board, Board Subcommittees, CEO, Community Network, Senior Managers, Staff

External Liaisons: The region's Aboriginal and Torres Strait Islander communities and organisations, Federal and Victorian Government Departments such as Aboriginal Victoria, Non-Government Organisations, Research and



Development agencies including Arthur Rylah Institute (ARI), Professional advisers engaged by North Central CMA, Professional organisations and associations, Private corporations, Community groups, Members of the public

## 9. Occupational Health and Safety

- Ensure all appropriate actions are taken to observe the *Occupational Health and Safety Act 2004* and relevant legislation
- Adherence to all North Central CMA OH&S policies and procedures

## 10. Multi Skilling

Any 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.

Provided that where an employee is directed to carry out any work within his/her classification band or work of a lower band, such work shall be performed without reduction in salary.

Provided further that where an employee is directed to carry out work of a higher band, the provisions of the higher duties clause of the NCCMA Enterprise Agreement shall apply.

Further information on the North Central CMA may be obtained from [www.nccma.vic.gov.au](http://www.nccma.vic.gov.au).

## 11. Job Characteristics

### 11.1 Accountability and extent of authority

The Aboriginal Facilitator is governed by broad goals and has the freedom to act within, North Central CMA policies, procedures and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. The Aboriginal Facilitator will be accountable for the timely delivery of projects to agreed standards and shall refer decisions that affect the overall scope of projects to their manager or the project owner.

### 11.2 Judgement and Decision Making

The Aboriginal Facilitator, working to North Central CMA policies and procedures, will be self-managed and work independently on a day-to-day basis. The Aboriginal Facilitator can make formal recommendations through Senior Managers and the Chief Executive Officer. High levels of problem solving and initiative are expected.

### 11.3 Specialist Knowledge and Skills

The Aboriginal Facilitator will have a sound understanding of social, political and legislative matters regarding the region's Traditional Owners and Aboriginal and Torres Strait Islander Communities, as well as an understanding of the *Aboriginal Heritage Act*, *Traditional Owner Settlement Act* and working relationships with Aboriginal Victoria and other key organisations. Demonstrated experience and skills in budgeting, reporting, project and contract management is required. Knowledge of Natural Resource Management (NRM) issues in the North Central CMA region together with an understanding of the political and legal context within which the organisation operates is desirable. Proficiency in the application of scientific approaches and Traditional Ecological Knowledge in the search for solutions to problems is desirable.



#### 11.4 Management Skills

The Aboriginal Facilitator must be able to plan and manage their own time and deliverables with minimal involvement from senior staff with the ability to prioritise tasks in accordance with the position objectives.

#### 11.5 Interpersonal Skills

The Aboriginal Facilitator will have excellent oral communication skills (including presentation skills) and excellent written communication skills. Demonstrated ability in influential management to ensure organisational deadlines and objectives are met. The Aboriginal Facilitator will have the ability to work closely with, motivate and gain cooperation of colleagues, internal and external to the organisation and the ability to solve complex problems.

#### 11.6 Qualifications and Experience

An appropriate qualification and/or demonstrated experience from one of the following: Cultural Heritage, Archaeology, Environmental Science, Natural Resource Management or a related discipline, along with extensive relevant experience in the engagement of the Aboriginal and Torres Strait Islander community and organisational adherence to legislation. Management of projects and/or programs related to natural resource management, is desirable.

### 12. Other Relevant Information

- The North Central CMA is an EEO employer and operates in a smoke free environment

**For further information on this position, please contact James Shaddick, Manager Engagement and Evaluation, on 03 5448 7124**

**Applications should be marked 'Confidential' and include a covering letter, document addressing the key selection criteria and curriculum vitae. To obtain a position description or submit an application please visit the Jobs and Tenders section of our website at [www.nccma.vic.gov.au](http://www.nccma.vic.gov.au). Applications must be received by: 5:00pm, Friday 13<sup>th</sup> July.**

#### **Note:**

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 NCCMA documents such as 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.

As many jobs evolve over time, position descriptions need to be reviewed regularly (for example at the annual performance discussion) and updated where there have been significant changes to any of its elements.