



INDIGENOUS PARTNERSHIPS AND ENGAGEMENT OFFICER POSITION DESCRIPTION

CMA PD 148

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

Position Title	Indigenous Partnership and Engagement Officer – The Living Murray (TLM)		
Team	Operations and Community		
Location	Mildura		
Position Tenure	Temporary 2 years (extension subject to funding)		
Time Fraction	FTE 1.0	Job Share Arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 7-8	Salary Range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Supervises	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 indigenous community to deliver partnership projects which achieve approved work plans

This position will contribute to environmental and cultural outcomes for local Aboriginal communities. It will work with Traditional Owners and community partners to develop information on local Aboriginal water values and drive a primary focus on the uses of water in two Living Murray Icon sites.

Within the role you are to work with Mallee Catchment Management Authority (CMA) 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.

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.

Key Relationships

Program Manager TLM Hattah Lakes (Supervisor)

Program Manager TLM Lindsay Mulcra Wallpolla (Support)

Coordinator IPP and Engagement Officer (Support)
 Manager Environmental Water – (Unit Manager)
 Environmental Water Team (Support)
 Aboriginal Reference Group (Key Stakeholders)
 First Peoples of the Millewa-Mallee (Key Stakeholder)
 Indigenous Communities within the Mallee CMA Region (Key Stakeholders)

Responsibilities	Core Capability/Sub Capability	Capability Level Descriptor
<ul style="list-style-type: none"> Lead and facilitate opportunities for active Aboriginal participation and capacity building in TLM Icon site Environmental watering activities 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 	<p>Community and Stakeholder Engagement</p> <ul style="list-style-type: none"> Community Value L2 Builds Trust L2 Partnerships and Collaboration L1 	<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>Provides the interested parties with balanced and objective information to assist them in understanding of the problems, alternatives or solutions.</p>
<ul style="list-style-type: none"> 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; 	<p>Leadership and Excellence</p> <ul style="list-style-type: none"> Direction and Purpose L2 Strategic Focus L1 Team dynamics L1 	<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>
<ul style="list-style-type: none"> 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 	<p>Interpersonal Communication</p> <ul style="list-style-type: none"> Written Communication L2 Verbal Communication L2 	<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>follow the Aboriginal Waterways Assessment Process</p> <ul style="list-style-type: none"> 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. 		Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback.
	<p>Natural Resource Management</p> <ul style="list-style-type: none"> Local NRM Issues L2 Cultural Heritage L2 	<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>Professionalism</p> <ul style="list-style-type: none"> Time Management L2 Problem Solving L2 Accountability L2 	<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 Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p>
	<p>Continuous Improvement</p> <ul style="list-style-type: none"> Participation, Inclusion and Up-skilling L2 Technology and Systems L1 Creativity and Innovation L1 	<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>Project Delivery</p> <ul style="list-style-type: none"> Project Management L1 	Delivers project outcomes as defined in the project plan and maintains accurate project records

	<ul style="list-style-type: none"> • Procurement & Contract Management L1 	Adheres to purchasing guidelines, achieves value for money and keeps records. Understands the process of contract management for delivery of services
	Corporate Governance <ul style="list-style-type: none"> • Legislation and Compliance L2 • OHS&W L1 	<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&W.</p>

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

Licences, Qualifications, Certificates
Essential <ul style="list-style-type: none"> • Drivers Licence • Working with Children Check
Desirable <ul style="list-style-type: none"> • Working knowledge of the Victorian Aboriginal Heritage Act 2006 • Experience in the engagement of Aboriginal Communities and demonstrated success delivering on intended business outcomes

Position Specific Requirements
<ul style="list-style-type: none"> • 3 to 5 years' previous experience in a similar position with an understanding of NRM, cultural heritage and indigenous engagement • The position may involve some work outside normal office hours • 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.

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