



Job Description Form

Position Details

Position Title: Manager, Aboriginal Partnerships	Position Number: DBCA3178241	Level: Level 8
Division: Parks and Visitor Services	Branch: Aboriginal Partnerships	Section:
Employment Agreement: PSA 1992, PSCA 2024	Location: Kensington	Effective Date: 13 May 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

 Integrity <i>Commitment to knowing and doing what is right</i>	 Collaboration <i>Commitment to team, partnership and the support of others</i>	 Accountability <i>Commitment to being transparent, taking ownership and personal responsibility</i>	 Respect <i>Commitment to the respect of people, culture and place</i>	 Excellence <i>Commitment to quality, innovation and continuous improvement</i>
--	--	---	---	--

Reporting Relationships

Position Title Executive Director Parks and Visitor Services	Level/Grade CL2	⇐	Position title Manager, Planning and Lands Manager, Aboriginal Partnerships Assistant Director, Visitor Services Executive Assistant Coordinator Strategic Projects and Policy	Level / Grade L8 L8 L8 L4 L7
↑				
Responsible to				
This position				
↑				

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Coordinator Joint and Cooperative Management	L7	1 FTE
Coordinator Native Title and Agreements	L7	1 FTE
Coordinator Aboriginal Ranger Program	L7	1 FTE
Coordinator Aboriginal Heritage	L7	1 FTE

Position Title: Manager, Aboriginal Partnerships		
Position No. DBCA3178241	Level Level 8	Effective Date 13 May 2026

About the Role

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

- Directs and manages the operation of the Aboriginal Partnerships Branch to deliver on State Government, Departmental and Divisional priorities and strategies relating to Aboriginal engagement, cultural heritage, joint management and native title.
- Provides leadership and guidance to Branch staff across Joint & Cooperative Management, Aboriginal Cultural Heritage, Aboriginal Ranger Program, and Native Title units, balancing direct engagement in complex community situations with establishing frameworks that enable coordinators to lead routine engagements.
- Maintains a broad working knowledge of issues relevant to Aboriginal engagement, cultural heritage, native title and joint management policy; chairs relevant working groups and forums; and provides advice and expertise to the Minister for the Environment, the Executive, and major stakeholders.
- Draws on deep Branch expertise to provide trusted advice to the Executive Director, Parks and Visitor Services, supporting whole-of-agency policy settings, strategic decision-making and divisional priorities across Parks and Visitor Services.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title: Manager, Aboriginal Partnerships		
Position No. DBCA3178241	Level Level 8	Effective Date 13 May 2026

Responsibilities

Service Planning and Management (20%)

1. Contributes to the development and implementation of the Parks and Visitor Services Strategic Plan, providing informed advice, leadership insight and operational perspective to ensure alignment with divisional priorities, whole-of-government objectives, and community outcomes.
2. Acts as a senior leader within the Parks and Visitor Services Division leadership team, working collaboratively with peers to shape direction, support collective decision-making, and promote a consistent, values-led leadership approach across the Division.
3. Provides strong, visible leadership to Branch staff, setting clear expectations, fostering collaboration, and enabling teams to deliver agreed works programs, projects and initiatives through effective priority setting and sound operational oversight.
4. Manages Branch financial and physical resources with a strong focus on accountability and value for money, ensuring resources are planned, allocated and utilised effectively to support the delivery of Branch objectives and service outcomes.
5. Ensures the coordinated allocation of resources across Branch functions, actively facilitating cooperation and integration between Units to minimise duplication, strengthen cross-functional delivery, and support broader divisional and departmental priorities.
6. Leads and oversees the implementation and monitoring of Branch works programs, projects and initiatives, using performance information to track progress, manage risks, and support continuous improvement in Unit and Branch outcomes.
7. Builds workforce capability by supporting training, development and performance conversations, ensuring staff have access to appropriate development opportunities that strengthen individual capability, leadership depth, and long-term Branch resilience.

Role Specific Responsibilities (70%)

Relationship Management

1. Lead meaningful, respectful and culturally informed engagement in complex and sensitive community contexts, working directly with traditional owner groups, Aboriginal corporations, native title representative bodies and other Aboriginal organisations. The role sets the standard for best-practice engagement for the Department and builds capability by establishing frameworks that support staff to confidently lead routine interactions.
2. Chair and actively guide key working groups and committees to advance joint management and cultural heritage delivery. Represent the Department as a trusted subject matter expert in whole-of-government forums, contributing insight, influence and leadership on issues of strategic importance.
3. Build and sustain strong, genuine partnerships across government, Aboriginal organisations and community stakeholders, underpinned by trust, collaboration and shared purpose. These relationships support the Department's joint and cooperative management responsibilities and strengthen long-term Aboriginal engagement outcomes.

Position Title: Manager, Aboriginal Partnerships		
Position No. DBCA3178241	Level Level 8	Effective Date 13 May 2026

Policy and Program Oversight

1. Drive significant policy initiatives through Executive consideration, including the preparation of high-quality briefs and strategic advice that support informed, timely and confident decision-making.
2. Provide authoritative and practical advice to the Executive, senior stakeholders and the Minister on Aboriginal engagement, cultural heritage, native title, joint management arrangements and related legislation, ensuring advice is robust, culturally informed and aligned with government priorities.
3. Lead the development and oversight of Branch-wide programs including Reconciliation Action Plan commitments, Aboriginal Cultural Awareness Training, Closing the Gap initiatives and cultural events—ensuring delivery meets legislative requirements, Government policy and clearly contributes to strategic outcomes.
4. Ensure systems, processes and reporting frameworks enable effective delivery, support transparency and accountability, and demonstrate progress against departmental priorities and divisional outcomes.
5. Identify and address challenges and emerging risks proactively, working collaboratively across the Branch and Department to remove barriers, improve delivery and strengthen organisational capability.

Strategic Planning (5%)

1. Provide trusted strategic advice on Aboriginal engagement and cultural heritage matters to the Executive Director, Parks and Visitor Services and senior departmental leaders, contributing to longer-term planning, reform initiatives and organisational resilience.

Other Responsibilities (5%)

1. Represent the Department or the Executive Director, Parks and Visitor Services, on inter-departmental and external committees, contributing constructively to whole-of-government collaboration and shared outcomes.
2. Model strong governance and professional standards, ensuring all work is undertaken in line with relevant departmental policies, government frameworks and legislative requirements.
3. Support fire management operations where required, including participation in bushfire suppression and prescribed burning activities, consistent with training, experience and operational needs.

Position Title: Manager, Aboriginal Partnerships		
Position No. DBCA3178241	Level Level 8	Effective Date 13 May 2026

Selection Criteria

About You

We are looking for a values-driven, collaborative leader who is committed to respectful partnerships, strong public sector governance and delivering positive outcomes for Aboriginal communities, parks and visitors.

What You'll Bring

1. Demonstrated leadership and people-management experience, with the ability to support and develop teams, navigate complexity, and contribute positively through periods of change.
2. Experience in Aboriginal engagement, including working authentically with traditional owner groups, Aboriginal corporations and community stakeholders, either within government or in partnership with government.
3. Experience contributing to public policy development or implementation, with the ability to help shape initiatives, provide sound advice, and support translation of strategic decisions into workable programs or frameworks.
4. Well-developed relationship-building skills, with the ability to work effectively with Aboriginal communities, colleagues across government, and stakeholders to achieve shared outcomes.

Communication and Problem-Solving

5. Strong communication skills, both written and verbal, with the ability to adapt messages for different audiences, including community stakeholders, senior leaders and ministers, and contribute to high-quality briefings and advice.
6. Good analytical and problem-solving ability, with confidence in working through complex or sensitive matters in a thoughtful, respectful and solution-focused way.
7. Experience managing programs or resources, including financial, physical or technological assets, and an understanding of accountability and value for money in the public sector.

Knowledge and Professional Practice

8. An understanding of legislative and policy frameworks relevant to Aboriginal engagement, cultural heritage, land or resource management, or a willingness to build this knowledge in the role (*knowledge of the Native Title Act 1993 and Aboriginal Heritage Act 1972 is desirable*).
9. Experience or interest in joint or cooperative management approaches between government and Aboriginal organisations (*desirable*).
10. An understanding of workplace safety, equity and diversity principles, and a commitment to inclusive and respectful workplaces.
11. A current motor vehicle driver's licence.
12. A willingness to participate in fire management activities, such as bushfire suppression or prescribed burning, where required and consistent with capability, training and experience (*desirable*).

We encourage applications from people of all backgrounds

We welcome applicants who bring diverse lived experience, perspectives and capabilities. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Position Title: Manager, Aboriginal Partnerships		
Position No. DBCA3178241	Level Level 8	Effective Date 13 May 2026

Behaviour Expectations

[Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#).

Other position-related information

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment Section

 Registered JDF
13 May 2026