





Job Description Form

1. Position Details

Position Title Aboriginal Engagement Coordinator			Position Number DBCA3143018
Level/GradeSpecified CallingAgreementLevel 5N/APSA 1992, PSC		A 2021	Effective Date 19 December 2022
Division Regional and Fire Management Services		Branch Warren Region	
Section		Location Manjimup, or Peml	perton or Walpole or William Bay

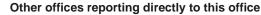
2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8
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Personnel Services Section Registered JDF 19 December 2022

Responsible to

Position Title	Level/Grade
Regional Leader Parks and Visitor Services	Level 6 or 7



_	Position title	Level/ Grade
Û	Interpretation Officer Manager Tree Top Walk	Level 4 Level 4 or 5

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Responsible to

This position



Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
TDD		

3. Role and Scope

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:

Under limited direction:

Working in collaboration with the Aboriginal Engagement, Planning and Lands Branch:

- Provides strategic and regional leadership for the interface between the department and the Regional Aboriginal Corporations (RACs).
- Ensures effective working relationships are developed and maintained so that Cooperative Management Committees are
 established, and Cooperative Management Agreements are implemented, and Joint Management Agreements are established
 and implemented; as per the Indigenous Land Use Agreement (ILUA).
- Ensures Aboriginal engagement in advising and informing high level strategic policy associated with the management of all conservation estate (including State forest) within the ILUA Agreement Area, so that Noongar interests regarding cultural and heritage values, economic development, employment strategies and customary activities and land access are promoted.
- Where Aboriginal engagement results in issues which cross departmental regional boundaries, ensures effective liaison with relevant departmental staff in adjacent regions.

Individuals undertake their duties and responsibilities in accordance with the department's <u>Code of Conduct</u>, policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under limited direction:

ABORIGINAL HERITAGE AND COOPERATIVE MANAGEMENT, (90%)

Working in collaboration with the Aboriginal Engagement, Planning and Lands Branch:

- 1. Provides strategic and regional leadership for the interface between the department and the RACs.
- 2. Ensures effective working relationships are developed and maintained so that Cooperative Management Agreements (CMA) are successfully implemented, and Joint Management Agreements (JMA)s are implemented as per the ILUA. This includes:
 - coordinating the implementation of the CMA;
 - assisting with the development and implementation of JMAs;
 - assisting with the development of communication strategies and materials for ILUA implementation;
 - contributing to improving awareness of and knowledge of Aboriginal heritage and cultural values to departmental staff and others in the community; and
 - providing executive support to the CMC.
- 3. Ensures Noongar engagement in advising and informing high level strategic policy associated with the management of all conservation estate including State forests within the ILUA Agreement Area, so that Noongar interests regarding cultural and heritage values, economic development, employment strategies and customary activities and land access are promoted. This includes:
 - representing the department on working parties and relevant committees to progress regional strategic program initiatives relating to cooperative management; and
 - providing specific guidance in relation to compliance with the Noongar Standard Heritage Agreement (NSHA).
- 4. Assists in implementing opportunities for employment of Noongar people, as per the intention of the CMA.
- 5. Provides support for the facilitation of Aboriginal heritage surveys in the region to support regional compliance with the NSHA.
- 6. Where Aboriginal engagement results in issues which cross departmental regional boundaries, ensures effective liaison with relevant departmental staff in adjacent regions.

OTHER (10%)

- 7. Prepares correspondence, briefing notes, ministerial responses, budgets and reports, as required.
- 8. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- 9. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Regional Manager.
- 10. Undertakes other duties as directed by the Regional Leader Parks and Visitor Services.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following three criteria. These should be addressed in no more than three pages in total.

- 1. Understanding of and experience in, working successfully with traditional owners to deliver their land and cultural heritage management aspirations and goals through joint management, cooperation, or collaborative arrangements.
- 2. Demonstrated experience in project management skills and the ability to research and apply knowledge to protect and conserve traditional owner heritage and culture.
- 3. Evidence of highly developed oral communication and interpersonal skills and demonstrated experience in developing and maintaining successful strategic partnerships with internal and external stakeholders and other interest groups.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

- 4. Demonstrated high level written communication skills, including public presentation skills and the ability to use computer software (Word, Excel) for report writing and data analysis.
- 5. An understanding of the issues involved in managing natural areas for cultural, biodiversity, recreation, education and tourism values in a joint management context.
- 6. Physically fit, able to pass and maintain standard for the departmental fire fitness test, plus ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- 7. Understanding of occupational, health and safety, and equity and diversity principles and practices.
- 8. Current 'C' Class Driver's Licence.
- 9. Tertiary qualification in natural or social science or other appropriate field. (**Desirable**)

Values

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

Our five core values — Integrity, Collaboration, Accountability, Respect and Excellence — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviour that reflects these values are included as Essential and/or (as a minimum) Desirable selection criteria for this position.

10. Behaviour that reflects Integrity, Collaboration, Accountability, Respect and Excellence.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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Position Status Does the position form part of the permanent structure?	⊠ Yes □ No	
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1	
Allowances and Special Conditions	☐ District Allowance	☐ North West Leave
Applicable allowances and special	☐ Air Conditioning	☐ No Fixed Hours (Rangers only)
conditions are checked with an 'x' in the appropriate box.	Ranger Leave (Rangers only)	Other - Please specify below:
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal Computer, 4WD Vehicle	, mobile phone
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/wwwc-check/.		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks.	☐ Yes ⊠ No	
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PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	511112	

7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: