


# Job Description Form

## 1. Position Details

<b>Position Title</b> Aboriginal Engagement Coordinator			<b>Position Number</b> DBCA3143026
<b>Level/Grade</b> Level 5	<b>Specified Calling</b>	<b>Agreement</b> PSA 1992, PSCA 2022	<b>Effective Date</b> 30 May 2024
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Swan Region,	
<b>Section</b>		<b>Location</b> Perth	

## 2. Reporting Relationships

<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 9	Recruitment and Establishment Section  Registered JDF 30 May 2024		
↑				
<b>Responsible to</b>				
<b>Position Title</b> Regional Leader Parks and Visitor Services	<b>Level/Grade</b> Level 6 or 7	<b>Other offices reporting directly to this office</b> <table border="1" style="width: 100%;"> <tr> <td><b>Position title</b> 3 x Project Officer Capital Projects</td> <td><b>Level/ Grade</b> Level 4 or 5</td> </tr> </table>	<b>Position title</b> 3 x Project Officer Capital Projects	<b>Level/ Grade</b> Level 4 or 5
<b>Position title</b> 3 x Project Officer Capital Projects	<b>Level/ Grade</b> Level 4 or 5			
↑				
<b>Responsible to</b>				
<b>This position</b>				
↑				
<b>Officers under <i>direct</i> responsibility</b>				
<b>Position Title</b> NIL	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>		

## 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:

<p>Under limited direction:</p> <p>Working in collaboration with the Aboriginal Engagement, Planning and Lands Branch:</p> <ul style="list-style-type: none"> <li>Provides leadership in building a working relationship between the department and the Regional Aboriginal Corporations (RACs).</li> <li>Ensures 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).</li> <li>Ensures Aboriginal Noongar aspirations for protecting cultural and heritage values, economic development, employment strategies and customary activities and land access are promoted.</li> </ul>
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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), 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 leadership in building a working relationship between the department and the RACs.
2. Ensures that Cooperative Management Committees are established, and Cooperative Management Agreements (CMA) are implemented, and Joint Management Agreements (JMAs) are established and implemented; as per the ILUA. This includes:
  - 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 Aboriginal Noongar aspirations for protecting 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 work, 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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## 6. Other

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

## 7. Certification

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

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>