



Position Description	
Position Title:	<b>Program Manager – Joint Management</b>
Location:	Bendigo
Term:	Fixed term (2 years)
Classification:	SCHADS; Social and Community Services Level 6
Reports to:	General Manager Corporation

### Overview of DJAARA

The Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC), now trading as DJAARA, actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

DJAARA is also a Registered Aboriginal Party the sole owner of Dja Dja Wurrung Enterprises Pty Ltd, trading as Djandak. Our businesses include natural resource management, cultural awareness, and tourism.

In 2013, Dja Dja Wurrung People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises Dja Dja Wurrung People as the Traditional Owners for part of Central Victoria. Dja Dja Wurrung People nominated the DDWCAC as the 'Traditional Owner Group Entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the Dja Dja Wurrung People.

The Dja Dja Wurrung Clans Aboriginal Corporation, trading as DJAARA and Dja Dja Wurrung Enterprises Pty Ltd, trading as Djandak, make up the Dja Dja Wurrung Group.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



## Primary Purpose of the Position:

The role will lead Joint Management Plan (JMP) implementation for DJAARA. This will entail JMP implementation program design, planning and delivering projects and activity outcomes to meet the program objectives, partner and stakeholder relationship management, active involvement in the Joint Management Plan Implementation Team (JMPIT), managing and reporting on JMP implementation funding, contributing to policy development and analysis, participating in state-wide groups and committees, and managing staff.

This role will suit someone with a strong track record in program management and significant experience of engaging with Traditional Owners and government authorities. Strong communication, stakeholder management, organisational and administrative skills are essential. The successful applicant will be required to lead and work effectively as a member of a team, will enjoy flexible working arrangements, and can expect to undertake a wide variety of work across the organisation.

## Accountabilities

- Lead JMP implementation for DJAARA, including program design elements.
- Work positively and productively with Dja Dja Wurrung members.
- Active involvement in the JMPIT
- Build and maintain strong relationships with DJANDAK, Dhelkunya Dja Land Management Board (DDLMB), DELWP, Parks Victoria, and other partners and key stakeholders, to ensure effective JMP implementation.
- Manage and report on JMP implementation funding
- Lead the design and delivery of projects and activities, to achieve JMP implementation objectives, within timeframes and budgets.
- Contribute to the provision of quality analysis and advice to Dja Dja Wurrung senior executives based on a sound understanding of issues and trends in Joint Management and park management.
- Influence and drive change with Joint Management and its partners to implement the JMP.

## Direction, management, and autonomy

- Works under limited direction
- Responsible for supervision of staff
- Exercise a degree of autonomy
- Exercise significant delegated authority
- Manage the work area
- Assist in preparation of budget for the Program Area



## Key Selection Criteria

1. An understanding of the importance of Country and culture to Dja Dja Wurrung People and their recognition as the Traditional Owners of central Victoria.
2. Demonstrated relevant experience, qualifications and skills and knowledge in program and project management, with a focus on large and complex environmental and/or cultural heritage projects.
3. Experience working with government authorities (5 years plus) to achieve mutually beneficial outcomes.
4. Demonstrated experience (5 year plus) in engagement with Traditional Owners, and community and stakeholder engagement.
5. Excellent written and communication skills, including experience in negotiation and facilitation, delivering presentations, and preparing plans and reports. This includes the ability to effectively represent DJAARA in state and national forums.
6. Demonstrated pro-active and creative approach to problem solving and decision making.
7. Demonstrated experience leading high-performing, multi-disciplinary teams, while demonstrating high degrees of self-motivation, ethical standards, and personal integrity.

### To work with the Dja Dja Wurrung Group, applicants must have:

- An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the Traditional Owners of central Victoria.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- A commitment to and understanding of Dja Dja Wurrung culture.
- A commitment to Aboriginal self-determination.

### Other Requirements:

- A Victorian driver's licence.
- Ability to travel across the Dja Dja Wurrung RSA area and to other locations in Victoria or interstate.
- Ability to undertake duties on weekends for which appropriate allowances will apply.
- A high level of computer literacy, including proficiency with the Microsoft Office suite.

### Personal Skills Required:

1. High ethical standards, personal integrity, and high degree of self-motivation
2. Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment regarding highly sensitive and/or critical issues.
3. A commitment to safe work practices.



4. Excellent verbal, written and interpersonal skills, a courteous and polite manner.
5. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment.

CONTACT	
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