



Position Description	
Position Title:	Senior Policy Officer & Mediator – RSA Implementation
Location:	Bendigo
Term:	Full-time (38 Hours per week) Fixed term (2 Years)
Classification:	SCHADS – Level 4
Reports to:	RSA Program Manager

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) 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.

The DDWCAC is also a Registered Aboriginal Party the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE). Our businesses include natural resource management, cultural awareness and tourism.

In 2013, the DDW People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises the DDW people as the traditional owners for part of Central Victoria. The DDW 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 DDW people

T: (03) 5444 2888 F: (03) 5441 6472

E: info@djadjawurrung.com.au

P.O Box 1026 Bendigo VIC 3552

djadjawurrung.com.au

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

Under the direction of the Program Manager, the position is responsible for the coordination of the implementation of the RSA, plus management of the specific projects which discharge DDWCAC's obligations under the RSA and or exercise the rights recognised under the RSA.

Accountabilities:

- Contribute to and oversee the implementation of RSA based activity and projects including internal processes and legislative and policy reform work under supervision of RSA Program Manager.
- Manage individual negotiations under the LUAA.
- Review government notifications about proposed land use activities and assess whether activities have been categorised correctly under the LUAA
- Brief the Executive Team Manager, General Manager, CEO and Board as necessary.
- Consult the ETM and RSA Program Manager on strategic and program direction
- Liaise with stakeholders including but not limited to Government, industry and traditional owners
- Maintain excellent communication and working relationships with DDWCAC staff, including Djaara, Djandak and their respective boards.

Key Selection Criteria

1. Experience in policy development and project delivery
2. Experience in mediation, negotiations or dispute resolution
3. Demonstrated time management and organisation skills
4. Demonstrated attention to detail and accuracy
5. Proven experience in strategic planning and risk management
6. Understanding of Djaara aspirations and circumstances.
7. A sound understanding of relevant policy, legislative and funding frameworks, including Natural Resource Management, Cultural Heritage, Native Title and the Traditional Owner Settlement Act 2010.
8. Qualification and experience in law, strategic planning and project management would be highly regarded.
9. A current driver's licence and willingness to undertake travel within the region.
10. A high level of computer literacy, including proficiency in with the Microsoft Office suite.

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

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



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

Davina Wijesinghe
Program Manager – Lawyer-RSA Implementation

Phone: 0488 003 435

Email: davina.wijesinghe@djadjawurrung.com.au