



Dja Dja Wurrung Clans  
Aboriginal Corporation

Position Description	
Position Title:	NRM Works Coordinator
Location:	Bendigo
Term:	2 year term
Salary:	\$75,000
Reports to:	Operations Manager

**Dja Dja Wurrung Group**

**Dja Dja Wurrung Clans Aboriginal Corporation Pty Ltd**

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) is the Traditional Owner entity of the Dja Dja Wurrung Native Title Full Group. Established in 2004, the principal objectives of the DDWCAC are to:

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

The role of the DDWCAC is to further the aspirations of the Dja Dja Wurrung Native Title Holders through the implementation of the Dja Dja Wurrung Recognition and Settlement Agreements. The DDWCAC has responsibilities as a Registered Aboriginal Party that includes: the provision of high-quality policy advice; to provide strategic leadership by developing and leading key initiatives; and to continuously improve the capacity, integrity, and independence of the Dja Dja Wurrung Traditional Owners.

**Dja Dja Wurrung Enterprises Pty Ltd trading as Djandak**

Djandak was established as a wholly owned subsidiary of the Dja Dja Wurrung Clans Aboriginal Corporation. The Djandak business model offers a range of commercial natural resource and cultural heritage management services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners.



## Dja Dja Wurrung Clans Aboriginal Corporation

### **Our Values**

The success of Djandak is attributed to the knowledge and behaviours of the employees. To maintain and extend current levels of success with confidence, it is essential that Djandak continue to employ people who are aligned to the Djandak values:

- Passionate and Proud
- Respect
- Accountability
- Integrity
- Knowledgeable

### **Our Vision**

The future direction of Djandak depend on strong leadership that reflects the organisations vision:

*“To create a high quality, professional and profitable Aboriginal business, that satisfies the client needs, and the Dja Dja Wurrung people by providing job opportunities, financial security and self-determination”*

## **Scope of Position**

### **Purpose**

A strong focus of the NRM Works Coordinator position is the demonstration of strong leadership capabilities, commitment to service quality and effective decision making in managing and motivating staff to maintain a high level of performance in delivery of on-ground works. This role will focus on the delivery of fire, forestry, landscaping, maintenance and NRM works.

The position will manage a team of staff, working as multiple crews across different site locations and liaise closely with the Operations Manager. The position will ensure that all works meet quality and service expectations and are delivered in accordance with DDWCAC policy, procedures and standards.

A key component of this position is the continuation and development of new partnerships with local government, state government, private industry, stakeholders, landholders, interest groups and community, to effectively manage the natural resources on Dja Dja Wurrung Country.

### **Reporting Relationships**

The position reports to and receives support from the Operations Manager. The Works Coordinator will perform duties following a work plan and take direction from the Operations Manager. The position is responsible for the management of a team of Leading Hands, Rangers, Field Officers, and independent Contractors.



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## Responsibilities and Duties

- Responsible for leading OH&S culture and ensuring OH&S compliance
- Provide leadership and management to Djandak staff, including work planning, staff development and mentoring, and ensuring compliance DDW Group policies and standards.
- Develop and monitor quality standards for NRM and Landscaping services.
- Support the works crew as required in the delivery and completion of projects and on-site works to agreed customer expectations and DDW Group standards.
- Complete quotations for works including the itemising of labor, resources and materials per job.
- Represent Djandak in negotiations and discussions on relevant projects with key stakeholders, clients and interest groups.
- Work positively and productively with the Dja Dja Wurrung community and Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) with respect to cultural heritage where required.
- Contribute to the development of effective budgets and the management of human, financial and physical resources within those agreed budgets.
- Attend the Joint Management monthly operations meetings with PV
- Ensure equipment and assets are maintained to operating standards.

## Key Selection Criteria

1. Experience in OH&S leadership and compliance
2. Demonstrated experience to lead, supervise and coach staff and to develop and implement work plans ensuring that service quality meets expected parameters.
3. Understanding of quality and technical operating considerations in the NRM and Landscaping industries and ability to document and clearly communicate expectations as they relate to a variety of works projects.
4. Ability to build partnerships and manage a wide diversity of both internal and external stakeholders and represent the organisation to stakeholders and other interested groups.
5. Demonstrated ability in works/project and business management, budget preparation, job costing and recording, contract establishment and supervision, records management and the use of project reporting systems, and an ability to develop, monitor and manage various contracts.
6. A Technical Certificate(s), Associate Diploma, TAFE accredited standard, tertiary qualification, or other approved equivalent qualification in natural resource management or relevant work experience.



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### Mandatory Requirements

- The successful applicant must possess and maintain a current Victorian Manual Driver Licence.
- Have the ability to undertake occasional duties on weekends, public holidays for which appropriate allowances will apply.

### Other Relevant Skills, Knowledge and Qualification

- Knowledge of the natural resource management industry, stakeholders, and projects relevant to Dja Dja Wurrung Country.
- Knowledge and experience in operational risk management.
- Using standard office computer equipment and software.

### Personal Qualities

- Genuine appreciation and respect for Aboriginal people and their culture.
- High ethical standards and personal integrity.
- High degree of self-motivation and commitment to productive personal time management.
- Respect for privacy requirements and an ability to maintain confidentiality on company business
- Appropriate level of fitness and ability to sustain activity consistent with this position.

### Employment

#### Employment Award

This position is classified under the *Gardening and Landscaping Services Award 2020*

#### Special Requirements

- The successful applicant will need to disclose any pre-existing illness or injury known that could reasonably be foreseen to be affected by the work duties described. Pursuant to s82(7) of the Accident Compensation Act 1985, failure to disclose such a condition may mean that if employed the successful



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applicant will not be paid compensation for that condition.

- The Dja Dja Wurrung Clans Aboriginal Corporation is an Equal Opportunity Employer, with a commitment to merit, equity and diversity in the workplace: it is the aim to provide a safe and comfortable workplace that is free of discrimination and harassment.
- Undertake duties on weekends, public holidays for which appropriate allowances will apply.

### Privacy Notification

Dja Dja Wurrung Clans Aboriginal Corporation and Djandak affirms that the collection and handling of applications and personal information related to your employment will be consistent with the requirements of the *Information Privacy Act 2000 (Vic)*.

### OH&S Responsibilities

The Occupational Health and Safety (OHS) legislation (2004) Sections 21 and 25 provide for OHS responsibilities to managers and employees. These include;

*Managers:* An employer must, so far as reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health and safety.

*Employees:* While at work, an employee must –

- Take reasonable care for his or her own health and safety, and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace, and
- Co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or regulation.

### Contact

If you have any questions regarding the position, please contact;

Trent Gibson – NRM Operations Manager

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