



Dja Dja Wurrung Enterprises Pty Ltd

Position Description	
Position Title:	Project Manager
Location:	Bendigo and Central Victoria
Term:	Contract up to 2 years
Award and salary:	\$85k SCHADS level 5 + charitable salary packaging
Reports to:	General Manager – Economic Development

Dja Dja Wurrung Enterprises Pty Ltd

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) is a company solely owned by Dja Dja Wurrung Clans Aboriginal Corporation. DDWE business model is founded on seeking new business opportunities based on core competencies, brand and alignment with regional investment. Dja Dja Wurrung Enterprises Pty Ltd business includes natural resource management and cultural heritage.

Our Values

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) success is attributed to the knowledge and skills of our people. To maintain and exceed current levels of success our future direction with confidence, it is essential that we continue to employ people who are aligned to our values and can commit to these behaviors.

Passionate and Proud Respect Accountability Integrity Knowledgeable

Our Vision

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

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) is an Equal Opportunity Employer, with a commitment to merit, equity and diversity in the workplace. It is a DDWCAC aim to provide a safe and comfortable workplace that is free of discrimination and harassment.



Dja Dja Wurrung Enterprises Pty Ltd

Scope of Position

Purpose of Position

The Project Manager is responsible for planning, overseeing and leading projects from ideation through to completion. This role requires interaction with a range of internal and external stakeholders and will often be responsible for managing several moving project parts simultaneously to help ensure that projects are delivered on time and within budget. Projects are aligned to Dja Dja Wurrung's aspirations described in the Country Plan, Dhelkunya Dja. The role will respond to the specific requirements of each area of policy, relevant strategies, and related projects.

Reporting Relationships

The position will report to the Program Manager (NRM or Heritage Services). The Project Manager will also take direction from policy, heritage authorities as required, possibly from other stakeholder organisations, as required for various work assignments.

Key Roles and Responsibilities

- Manage all aspects of project delivery including scoping, benefit realisation, resourcing, planning, risk management, issue management, implementation, status reporting, etc.
- Maintain detailed project plans and reporting requirements as detailed in Djandak's Project Management Framework.
- Provide assistance in the management and/or implementation of work programs and projects to ensure effective and efficient delivery is in accordance with project plans.
- Provide professional technical, planning and communication services in respect of environmental solutions, conservation, land and natural resource management policies, strategies and plans relevant to the Dja Dja Wurrung Recognition and Settlement Area.
- Monitor policy and strategy outcomes against agreed standards.
- Work closely with Dja Dja Wurrung Clans Aboriginal Corporation, provide advice and direction regarding Dja Dja Wurrung Enterprise Pty Ltd initiatives and projects.
- Support business development activities including new and existing state and local government authorities.
- Apply for grants and funding and ensure compliance within project requirements.
- Ensure projects are aligned and guided by Dja Dja Wurrung Group policies and strategies, especially the Dhelkunya Dja Country Plan.
- Liaise and consult with the community, land managers and other stakeholders on the delivery of key projects, addressing issue including but not limited to cultural heritage and environmental values.
- Plan and monitor the correct application of DDW Group policies and systems including the Integrated Management System (quality) and Project Management Framework



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Key Selection Criteria

1. Demonstrated project management experience with a track record of delivering initiatives on time, on budget and to the specific scope.
2. Ability to create enduring internal and external stakeholder relationships in ways that support the achievement of mutual outcomes.
3. Experience (or ability to) in applying environmental or cultural heritage knowledge to achieve outcomes through policy and project implementation.
4. Good communication and interpretation skills and ability to relate to the public interests when providing information.
5. Ability to work as part of a multi-functional team.
6. Demonstrated ability to work and deliver on concurrent projects and to manage and prioritise work to meet deadlines and budgets.
7. Project planning and monitoring skills.

Other Relevant Skills, Knowledge and Qualifications

1. Experience and/or knowledge of Aboriginal culture and heritage, especially Dja Dja Wurrung.
2. An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the Traditional Owners of central Victoria.
3. A high level of computer literacy, including knowledge and experience in the standard Microsoft Office applications, GIS systems and Databases.
4. Ensure personal compliance in respect of DDW Group OH&S policies and procedures at all times and promotion of same to all other staff.

Other Requirements

The successful applicant must possess and maintain a current Victorian Manual Driver Licence and be prepared to work predominantly across the Dja Dja Wurrung Recognition and Settlement Agreement Area and other locations from time to time.

Undertake duties on weekends, public holidays for which appropriate allowances will apply.



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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

OH&S Responsibilities

The *Occupational Health and Safety Act 2004* (Vic) 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,
- 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.

Privacy Notification

Dja Dja Wurrung Enterprises Pty Ltd 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*.

Contact Person

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