



| Position Description | |
|------------------------|--|
| Position Title: | NRM Operations Manager Djandak |
| Location: | Bendigo and Central Victoria |
| Term: | Contract 2 years |
| Conditions: | SCHADS level 7 Expected salary range \$100K to \$105K Salary packaging options available Benefits of DDWCAC Charitable Organisation status. |
| Reports to: | Djandak Business Manager |

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. Trading as Djandak, we provide a range of commercial natural resource, landscape development and heritage management services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners of an area of central Victoria.

Our Values

Djandak's success is attributed to the knowledge and skills of our people. To maintain and exceed current levels of success and to progress 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 the clients 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 DDWCAC aim to provide a safe and comfortable workplace that is free of discrimination and harassment

Scope of Position

Purpose of Position

The objective of the Djandak Operations Manager is to provide operational management and leadership to a team of on-ground works and project staff engaged in the delivery of natural resource management and landscape development activities.

Reporting Relationships

The position will report to the Djandak Business Manager

Personal Qualities

- An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the Tradition Owners of Central Victoria
- Genuine appreciation and respect for Aboriginal people and their culture.
- Commitment to and understanding of Dja Dja Wurrung culture and Aboriginal self-determination
- Professional judgement and confident decision making in support of defined policies
- 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

Key Roles and Responsibilities

- Lead a multi-function team of qualified project, technical and delivery personnel to meet the current and future NRM work requirements.
- Provide professional technical, planning and communication services in respect of environmental, conservation, land and natural resource management policies, strategies and plans relevant to the Dja Dja Wurrung Recognition and Settlement Area.
- Support business development activities including new and existing state and local government stakeholders including application for grants and funding.
- Maintain oversight of Profit/Loss for the NRM business of Djandak and support the Djandak Business Manager in preparing and managing budgets, preparing management and performance reports and meeting governance standards.
- Ensure corporate standards, ethics, policies and procedures are employed effectively through all operations.

Management responsibilities

- Provide leadership and management to Djandak NRM staff including:
 - On boarding and management of staff
 - Manage personal development plans and coaching of staff for continuous improvement
 - Implement individual workplans for staff and monitor and support performance standards
 - Provide a yearly staff strategy including implementation of workplans, professional development plans and performance reviews.
- Ensure the application of DDW Group policies across the projects and operations within the designated program including Human Resources, Quality Control and Governance.
- Ensure the NRM projects of Djandak contributes to a positive profit and loss position annually.

Key Selection Criteria

1. Degree qualifications and relevant industry memberships in environmental science, natural resource or cultural heritage management or other related field(s) or other qualifications and commensurate experience.
2. Experience in applying environmental or cultural heritage knowledge to achieve outcomes through policy and project implementation with 5 years industry experience.
3. High level communication and interpretation skills and ability to relate to a range of stakeholders when providing information.
4. Practical experience in the management of complex relationships with both internal and external interest groups and stakeholders, especially across all levels of Government.
5. Demonstrated ability to work and deliver on concurrent projects and to manage and prioritise work to meet deadlines and budgets.
6. Program management, Project management and Performance monitoring skills.
7. Experience managing budgets and profit/loss with proven track record of achieving positive financial outcomes across a significant business or program portfolio

Other Relevant Skills, Knowledge and Qualifications

1. Experience and/or knowledge of Aboriginal culture and heritage, especially Dja Dja Wurrung.
2. Knowledge of Victorian planning processes applied to environmental, infrastructure and other development projects.
3. A high level of computer literacy, including knowledge and experience in the standard Microsoft Office applications and Project Management systems.

4. Ability to work as part of a multi-functional team.

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 (such as Melbourne) from time to time.

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

Ann Lansberry

Mobile: 0487 386871

Email: djandakjobs@djadjawurrung.com.au