



Position Description	
Position Title:	Environmental Project Officer
Location:	Bendigo and Central Victoria
Term:	Ongoing
Hours:	Full Time
Classification:	SCHADS; Social and Community Services- Level 4 \$75k + super + NFP salary packaging options available
Reports to:	Project Manager

Overview of Dja Dja Wurrung Clans Aboriginal Corporation trading as DJAARA

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA is the Traditional Owner entity of the Dja Dja Wurrung Native Title Full Group. The purpose of the corporation 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.

Overview of Dja Dja Wurrung Clans Aboriginal Corporation trading as DJANDAK

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

DDWE'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 behaviours – *Passionate and Proud, Respect, Accountability, Integrity and Knowledgeable.*

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Our Vision

To create a high quality, professional and profitable Aboriginal business, that satisfies the client's 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.

Primary Purpose of the Position:

To support the NRM Project Management team in the delivery of environmental and cultural projects across the Dja Dja Wurrung Recognition and Settlement Agreement area.

The NRM Project Management team leads the delivery of complex projects from planning, design, and construction. This work incorporates the development of Djaara cultural hubs in the landscape and supports the aspirations and goals set out the in Dja Dja Wurrung Dhelkunya Dja Country Plan.

Current projects the role will be supporting include the Dja Dja Wurrung led Victorian Great Outdoors campground development in Lake Boort, Integrated Water Management Projects in Bendigo and Forest Creeks, Djandak Dja Kuditja – Kangaroo Grass agricultural research and the Balik Kalik Manya - Walking Together project.

The project officer will focus on project administration support and the development of project budgets, draft project reports and liaise with external stakeholders as directed by the Project Manager. The position will be required to work across the organisation and engage with other Djandak staff.

The position will play a key role in the coordination of key partners and support the delivery of on ground works. It will suit someone who is highly organised, and capable of working in a busy and expanding Traditional Owner business. You must have excellent written and interpersonal skills with an ability to engage and build relationships with all levels of stakeholders and staff.

Accountability

- Undertake site visits
- Liaise with works coordinators
- Update project budgets
- Project management support
- Support development of communications and engagement plans
- Coordinate meetings
- Take Minutes

Reporting Relationships

Reports to Project Manager

Key Selection Criteria

- Environmental Degree, Diploma in Conservation and Land Management or equivalent experience
- At least 2-3 years' experience in project support in the environmental or cultural management sector
- Experience in supporting project management processes
- Experience in writing a variety of reports
- Ability to work with and improve on existing systems
- Well developed communication and engagement skills

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.



Essential Personal Qualities

1. Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
2. Commitment to and understanding of Dja Dja Wurrung culture to Aboriginal self-determination.
3. Ability to maintain confidentiality on DDWCAC and its company's' business.
4. High ethical standards and personal integrity.
5. Diligence and a commitment to creating meaningful and long-lasting relationships for DJAARA
6. A commitment to safe work practices.
7. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment

Privacy Notification

DJAARA 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. All DJAARA staff must comply with the Code of conduct.

CONTACT

Name of the contact at DJAARA

Phone: 0484 518 546

Adam Redfern - Project Manager

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