

Position Description	
Position Title:	Training and Development Coordinator - Djandak Wi
Location:	Bendigo
Term:	Ongoing
Hours:	Fulltime 38 hours a week (negotiable)
Salary:	\$85 (negotiable, depending on experience)
Classification:	Award: SCHADS – Social & Community Services - Level 5
Reports to:	Freya James Djandak Wi Project 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.

Primary Purpose of the Position:

The Training and Development Coordinator - Djandak Wi - will lead the engagement of Dja Dja Wurrung in Djandak Wi ('Country Fire') and will develop training and knowledge pathways to empower Dja Dja Wurrung to return fire to Country.

Accountabilities:

- Develop and implement a comprehensive plan for Djandak Wi education and employment
- Coordinate and develop Djandak Wi training programs for Dja Dja Wurrung members and employees linked with national and state competencies in fire
- Engage Dja Dja Wurrung in Djandak Wi education planning and programs, ensuring that Dja Dja Wurrung knowledge is embedded in process.
- Identify knowledge development pathways in Djandak Wi and other Dhelkunya Dja practices to meet Dja Dja Wurrung objectives
- Work with government and partners to ensure training opportunities to suit Djandak Wi practice
- Be actively involved in recruitment and implementing onboarding plans

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

E: info@djadjawurrung.com.au

P.O Box 1026 Bendigo VIC 3552

djadjawurrung.com.au



- Maintain employee records, (attendance) and contracts, according to policy and legal requirements

Key Selection Criteria

1. Commitment to Djaara self-determination.
2. Understanding of Djaara knowledge systems and experience working with Traditional Owners.
3. Strong written and verbal communication skills and ability to work collaboratively with diverse stakeholders and partners.
4. Demonstrated ability to apply critical thinking in strategy development
5. Outstanding organisational and time-management and people-management abilities
6. Experience in leadership, training and education
7. Experience in administration or Human Resources highly desirable
8. Knowledge in fire regulation and training pathways is highly desirable.

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	
Freya James – Djandak Wi Project Manager	Phone: 0437 662 778 Email: freya.james@djadjawurrung.com.au