



Position Description	
Position Title:	Strategic Projects and Heritage Assessments Project Coordinator - Malamiya
Location:	Bendigo
Term:	Full-time (38 hours per week)
Salary:	SCHADS Award Level 4
Reports to:	Program Manager Malamiya

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 and the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE).

In 2013, the Dja Dja Wurrung People entered a Recognition and Settlement Agreement (RSA) with the State of Victoria which formally recognise the Dja Dja Wurrung people as the traditional owners for part of Central Victoria. The Dja Dja Wurrung 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 Dja Dja Wurrung people.

Primary Purpose of the Position

Strategic Projects and Heritage Assessments Project Coordinator role work collaboratively with the Malamiya SPHA Team for the identification, protection, management, and promotion of Aboriginal cultural heritage, aligning with statutory responsibilities under the Aboriginal Heritage Act, and functions of the Registered Aboriginal Party. The position plays a vital role in the rediscovery of Djaara cultural values on Country through the delivery of cultural heritage projects.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421

Accountabilities

- Plan and coordinate the research of multi-disciplinary sources in the form of desktop assessment and reports to inform DJAARA Cultural Values and Heritage assessments.
- Coordinate and support the delivery of Djaara Cultural Values and Heritage Assessment projects and reports through the synthesis, analysis and interpretation of data and crafting Malamiya SPHA reports.
- Assist the Malamiya SPHA Team requirements with the implementation of statutory functions including Cultural Heritage Management Plans, Cultural heritage permits, Heritage permits, ensuring they align with the Aboriginal Heritage Act 2006 (Vic) and reflect Djaara cultural values.
- Ensuring compliance with legal requirements when cultural heritage is impacted by development projects or land use activities.
- Assist the recording and registration of Cultural heritage places onto ACHRIS
- Support the SPHA Team Lead and provide management support to the SPHA Team to deliver cultural heritage projects.
- Act as a liaison between DJAARA and external parties, including government agencies, developers, and community groups, to advocate for Djaara cultural values and the protection of cultural heritage sites and landscapes.
- Representing Dja Dja Wurrung interests in cultural heritage matters.
- Ensuring the maintenance and revival of Dja Dja Wurrung cultural practices and knowledge, including language, art, and traditional ecological knowledge.

Key Selection Criteria

- Excellent research skills working with a diverse range of tangible and intangible information
- Excellent communication and writing skills with a focus on report writing
- Ability to analyse and synthesise raw data
- Project Management experience
- Familiarity with the Aboriginal Heritage Act 2006 (Vic)
- Knowledge of Dja Dja Wurrung culture, traditions, and Country.
- Strong interpersonal skills to effectively engage with a diverse range of stakeholders and advocate for cultural heritage preservation.
- Ability to plan, execute, and oversee projects, ensuring they meet regulatory requirements and organisational objectives.
- Tertiary qualification in Archaeology, History or related field

Personal Skills Required

1. High ethical standards, personal integrity and high degree of self-motivation, including personal responsibility for quality and timeliness of work produced.
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	
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