



Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) Position Description

Job title: NRM On Country Mentor - Casual

Base Location: 'Forestech', Princes Hwy, Kalimna West, Victoria, 3909

Employment Type: Casual.
This position requires regular travel and, on occasion, working away from home (including overnight stays) and outside of normal business hours (8:30am – 4:30pm)

Contract Period: Ongoing Casual Contract.

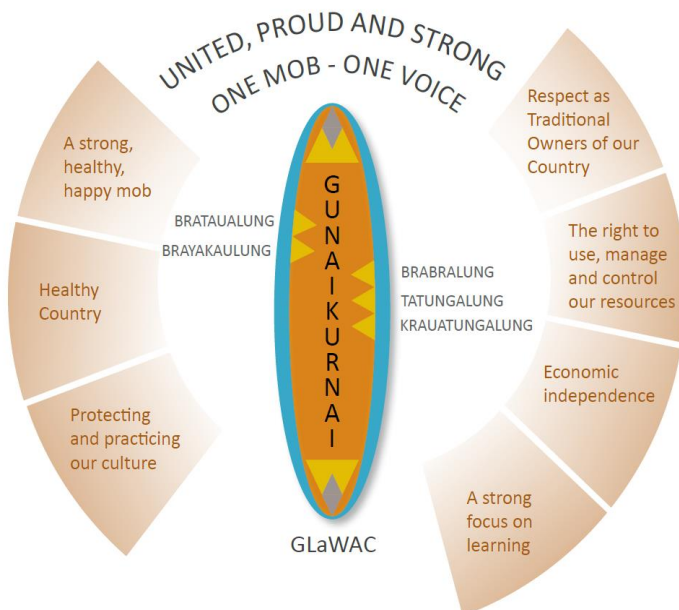
Pay rate: \$44 per hour plus 9.5% superannuation.

Reports to: General Manager - On Country Operations

Supervised Staff: NRM – On Country Field Staff

The Organisation

The role of the Gunaikurnai Land and Waters Corporation (GLaWAC) is to further the aspirations of the Gunaikurnai Traditional Owners and Native Title Holders to continuously improve the capacity, integrity and independence of the Gunaikurnai people.



GLaWAC represents Traditional Owners from the Brataualung, Brayakaulung, Brabralung, Krauatungalung and Tatungalung family clans, who were recognised in the Native Title Consent Determination, made under the new Traditional Owner Settlement Act 2010, the first such agreement under that Act.

GLaWAC provides joint management of 10 parks and reserves within the State and is the Registered Aboriginal Party for the Gunaikurnai claim area, as decided by the Victorian Aboriginal Heritage Council under the Aboriginal Heritage Act, 2006.

GLaWAC has a membership over 600 Traditional Owners, all of whom have proven their ancestral links to one of 25 Apical Ancestors registered in the Native Title Consent Determination.



Organisational Values

Respect	Respect our Elders, past and present, and the journey they have travelled to bring justice today. Respectful, honest and trustworthy attitude and behaviours.
Encourage	Encourage and value leadership by example, creativity and new ideas
Service	Serve the good of all Gunaikurnai people
Persistence	Persistence in our journey towards self-determination and social justice
Empathy	Listen to understand all views before judgement and decision-making
Courage	Demonstrate courage and integrity in all we do
Teamwork	Encourage and value teamwork

Purpose of the Position

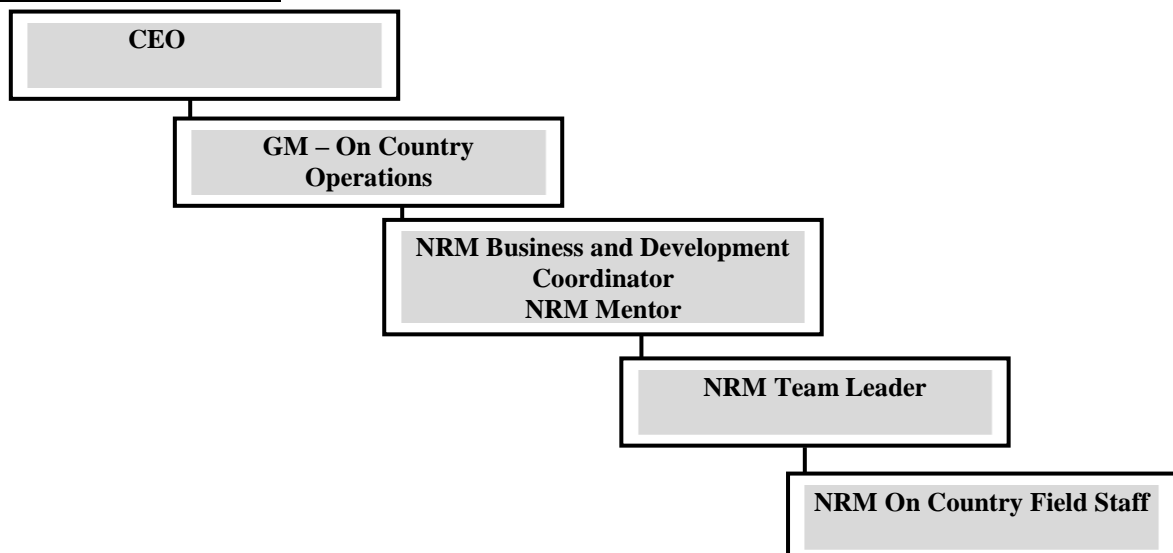
The On Country Mentor will be responsible for mentoring, coaching and advising the On Country Field Staff to ensure the efficient and effective delivery of services across our Native Title Areas.

The On Country Mentor is a hands on role. You will mentor the field staff to deliver successful projects and assist the NRM Business Development Coordinator in the management of works, with a view to developing crew skills and knowledge in order to manage the On Country on ground works. This position is intended to satisfy succession planning arrangements to achieve ultimate Gunaikurnai management of the On Country program. The successful candidate will guarantee to uphold the highest standards of professional and personal integrity, financial accountability and OH&S requirements.

The position will also work closely with the Indigenous community and a range of natural resource management agencies and training providers to enable Indigenous trainees to obtain nationally accredited certificates and sound skills in conservation and land management.

The On Country Mentor understands the use of Gunaikurnai Traditional Knowledge, values and culture and is responsible for supporting the Corporation's responsibilities under *the Aboriginal Heritage Act 2006 (Vic)*. The position will ensure all duties are performed in accordance with GLaWAC Policy and Procedures.

Reporting Relationships





Key Relationships

Major government bodies, stakeholders and strategic relationship partners include:

- Native Title Services Victoria (NTSV)
- West Gippsland Catchment Management Authority
- East Gippsland Catchment Management Authority
- Australian Government National Landcare Programme
- Gunaikurnai Traditional Owner Land Management Board (TOLMB)
- Victoria Department of Justice Native Title Unit (Trust holder)
- Parks Victoria (PV)
- Department of Environment, Land, Water and Planning (DELWP)
- The Department of Premier and Cabinet
- Shire Councils
- Water Catchment Authorities
- Conservation and Land Management Authorities
- Other NRM Non-government Services

Role Responsibilities

<p>Supervision of: Environment Land and Water - Operational Services</p>	<p>Mentor and educate On Country Field crew toward effective completion of tasks.</p> <p>Contributing to development using skills and experience including team building, motivation, goal setting and participatory project planning.</p> <p>Ensure the effective and efficient delivery of a full-range of natural resource management projects in accordance with approved plans, contracts and funding agreements.</p> <p>Completion of the administrative tasks including financial recording, pre-start safety, risk and scoping documentation and end of project data collection.</p> <p>Complete project management tasks including regular reporting and budgeting.</p> <p>Any other duties required.</p>
<p>Foster Cultural Understanding and Awareness</p>	<p>Assist in preparation of plans for effective conservation and management of environmental and cultural values.</p> <p>Work in partnership with other agencies to develop an interpretative theme and presence that supports the aspirations of Gunaikurnai people.</p> <p>Communicate interpretive themes to agencies and community to facilitate the understanding of cultural aspects in relation to management of country.</p> <p>Provide cultural advice, knowledge and values to agencies and stakeholders to ensure experience and skills are exchanged for best land management practices.</p>
<p>Relationships - Internal and external</p>	<p>Manage and maintain effective internal and external relationships that achieve positive results.</p> <p>Proactively seek out future project/partnership opportunities and act as a primary focal point within GLaWAC to manage all internal and external stakeholder engagement related On Country activities.</p> <p>Develop and maintain strong, collaborative partnerships and relationships of mutual respect with external stakeholders, agencies and community to facilitate social, economic and environmental investments and opportunities for future growth.</p> <p>Provide strong support to On Country Field staff.</p> <p>Provide effective decision making in managing and motivating staff to maintain a high level of performance.</p>



	Provide effective conflict resolution, mediation and problem solving.
Performance	<p>Professionalism, interest in, and sensitivity to crew differences, and using quick problem solving skills,</p> <p>Provide strong mentoring skills, coaching, and support of crew.</p> <p>Lead by example to build a high performing team where teamwork, reliability, productivity and accountability is valued.</p> <p>Facilitate decision making and communication processes within GLaWAC, including the provision of reports and recommendations to the General Manager – On Country Operations ensuring transparency within the Gunaikurnai community.</p> <p>Respectful, honest and trustworthy attitude and behaviours upholding the vision and values of On Country aspirations.</p> <p>Respectfully using all equipment and work vehicles including regular maintenance, cleaning, following inspection routines and re-fueling.</p>
Training and Education	<p>Develop, implement and deliver relevant training of all staff and assist with the co-ordination and application of team resources to achieve work goals and objectives toward the sustainability of works programs and future growth.</p> <p>Facilitating both structured and informal training and learning opportunities,</p> <p>Work to establish and deliver a Business Training and Development Plan for the On Country crews, that includes required technical / trade licenses and tickets; a minimum Certificate III in Conservation and Land Management; and team-business skills development and assist in the training of new employees, apprentices, cadets, work experience students and temporary staff.</p>
Safety	<p>Ensuring the welfare and safety of On Country Field Staff including strict compliance with OH&S policies and GLaWAC safety Policies.</p> <p>Undertake all work and use all plant and equipment in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy.</p>

Qualifications and Skills

Demonstrated experience to support and mentor staff toward the efficient delivery of on Natural Resources ground work projects.
Demonstrated exceptional experience in natural resource management and ability to plan and coordinate a range of natural resource management projects, including forest management.
Demonstrated ability to plan and coordinate the development and education of crew members.
Demonstrated knowledge of GLaWAC and Gunaikurnai Enterprise directions and priorities and ability to build partnerships and manage a wide diversity of both internal and external stakeholders and represent the corporation to stakeholders and other interested parties.
A high level of computer literacy and demonstrated knowledge of GPS systems and databases.
Five years' experience in Natural Resource Management or a technical certificate, Associate Diploma, TAFE accredited standard or tertiary qualification, or any other approved equivalent qualification in natural resource management.



Mandatory Licence and Checks

Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement).
Current Victorian Manual Driver's Licence.
Working with Children Check.
Advanced First Aid.

KEY SELECTION CRITERIA

Extensive experience in the education and promotion of natural resources.
Strong leadership and communications skills, the ability to inspire and motivate crew towards personal and group goals.
Commitment to working with people in a manner which emphasises personal and team development, who care for the natural environment and cultural heritage and want to see staff take an active role in personal development.
Proven knowledge of cultural values and ability to work with various agencies to advise and encourage the development and communication of Traditional and modern values for culturally inclusive land management practices.
Demonstrated ability to guide, train, and performance manage employees effectively and in accordance with OH&S, Equal Opportunity legislation and GLaWAC policies and procedures.
Knowledge of the natural resource management industry, stakeholders and projects that are occurring now with GLaWAC,
Evidence of strong public relations, exceptional communication, exemplary written skills.
Knowledge and experience in risk management and demonstrated safe and competent use of all equipment and chemicals. Proven understanding and application of Occupation Health and Safety procedures including immediate reporting of all identified hazards; accident/incident reporting and complying with all relevant legislation and company policies.
Commitment to attend overnight stays in remote areas including using camping facilities.
Demonstrated ability to adapt to changing circumstances including timely decision-making skills and providing for flexibility in work practices and project implementation.
Ability to provide accurate and timely information to Management.
Willingness to cooperate in team environment and work collaboratively towards solutions that generally benefit all involved parties and accomplish organisational objectives.

This position closes 18th June 2017.

For further information on this position, please contact Mardi Edwards - Human Resources Manager on **(03) 5152 5100**. Applications are to be marked 'Confidential' addressing the key selection criteria, including a resume and should be e-mailed to hr@glawac.com.au or posted to:

Mardi Edwards
 Human Resources Manager
 27 Scriveners Road, Kalimna West, 3909