



Position Description

LGA Liaison Officer

Directorate	Corporate & Policy
Reports to	RSA Implementation Coordinator
Location	Bogambilor (Horsham Office) with flexible working arrangements in our Melbourne office and from home
Classification	Full time, fixed term 2 years
Hours	38 hours per fortnight (1.0 FTE)
Remuneration	\$90,000 – \$105,000 p.a. depending on experience/qualifications
Date position description approved	17/11/23

Organisation overview

The Barengi Gadjin Land Council Aboriginal Corporation (BGLC) represents Traditional Owners from the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk Nations (WJJWJ Peoples), who were recognised in a 2005 Native Title Consent Determination, the first in south-eastern Australia.

We are the Prescribed Body Corporate for the WJJWJ Peoples claim area, as outlined in the Commonwealth *Native Title Act* 1993 (NTA 1993), giving us legal authority and obligations to work on behalf of the WJJWJ Traditional Owners.

BGLC is also a Registered Aboriginal Party, as appointed by the Victorian Aboriginal Heritage Council, under the Victorian *Aboriginal Heritage Act* 2006 (AHA 2006).

In October 2022 BGLC, on behalf of the WJJWJ Peoples, entered into four Funding, Land and Natural Resource Agreements with the State of Victoria as part of an Expanded Settlement Package, recognising and giving effect to their Traditional Owner rights under the Victorian *Traditional Owner Settlement Act* 2010 (TOSA 2010).

BGLC is therefore recognised both federally and by the State of Victoria as the only authorised body in the region with the legal and cultural authority to speak, and make decisions, on behalf of the WJJWJ Peoples to protect, manage and promote their cultural landscapes, values and heritage.



Caring for Country

We are part of our Country, and our Country is part of us. Bunjil the creator, made the land, waterholes, animals and plants and gave Wotjobaluk Peoples the responsibility to look after Country and culture and keep it healthy and strong. Country heals us to our dreaming stories, to our ancestors and spirits.

Position summary

The Recognition and Settlement Agreement (RSA) between BGLC and the Victorian State Government will have effects throughout the region. A significant component of the implementation of the RSA will be the Local Government Engagement Strategy (See Schedule 6 of *Recognition and Settlement Agreement* under Supporting Documentation), which facilitates the cooperation on RSA matters between BGLC and the various Local Government Areas (LGAs) which operate within the RSA Area. Reporting to the RSA Implementation Coordinator, the LGA Liaison Officer will be responsible for representing BGLC in the practical implementation of this strategy, ensuring that its goals and proposals are accomplished, as well as more broadly acting as the interface between BGLC and relevant LGAs.

Area & Performance Responsibilities

Engagement

- Reporting to and taking direction from the RSA Implementation Coordinator, identify tasks associated with the implementation of the LGA Engagement Strategy and undertake their completion, for example development and review of LGA Reconciliation Action Plans
- Devise and implement monitoring measures for the milestones and outcomes of the LGA Engagement Strategy, employing controls to keep projects on target; and
- Assemble, provide and, where appropriate, present high quality reporting data on the status of RSA projects for BGLC's Board and internal management personnel, as well as external partners.

Stakeholder management

- Cultivate and maintain working relationships with internal and external stakeholders such as BGLC teams, the WJJWJ Full Group and broader community, State Government Departments and relevant statutory bodies;
- Interface extensively with LGAs, State Government and the wider community to advocate for the accomplishment of the LGA Engagement Strategy; and
- Represent BGLC at community events, conferences and meetings on matters of RSA implementation.



Other duties

- As directed and agreed for the specific activity or project.

Delegation

- As per the Delegation of Authority.

Key selection criteria

Qualifications

- Tertiary qualification in Project Management or a related discipline beneficial but not required.

Experience and attributes

- Experience working with Indigenous communities and organisations, particularly Traditional Owner groups;
- Extensive experience working with Government entities, particularly Local Government Areas;
- Understanding of and experience in supporting and interacting with Corporate Boards and similar governance structures;
- Experience adhering to project plans, and in employing these plans coherently across multiple stakeholders;
- Exceptional stakeholder management skills to interact with a variety of organisations and entities, including internal BGLC teams across the breadth of BGLC's internal units as well as external partners, gaining and employing a reasonable understanding of their operations and goals as relates to relevant projects;
- Interpersonal skills to represent and secure support for the interests of the WJJWJ Peoples and BGLC;
- Ability to weigh various and at times competing priorities, including those of external partners;
- Understanding of the goals and ambitions of the WJJWJ Peoples as articulated in the *'Growing What's Good'* Country Plan (see Supporting Documentation);
- Willingness to work reasonable overtime, including weekend work, on occasion as necessary to achieve objectives.



Occupational health and safety responsibilities

- In the context of OHS policies, procedures, training, and instruction, as detailed in the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring they:
- Follow reasonable instructions;
- Cooperate with the employer and report safety breaches, participate in investigations, and implement corrective actions according to applicable procedures and policies; and
- At all times, take reasonable care for their own safety and the safety of others in the workplace.

Conditions of Employment

- Must have a full Victorian Drivers Licence (or be willing to obtain immediately using Employment Assistance program); and
- Ability to obtain positive National Police and Working with Children checks.

Wotjobaluk Nations Traditional Owners, Aboriginal and Torres Strait Islander people are encouraged to apply. Those seeking support with their application can speak to BGLC Human Resources or Executive Team members.

Supporting Documentation

'Growing What is Good' Country Plan [Click here](#)

Recognition and Settlement Agreement [Click here](#)

Please address selection criteria & resume to

**Benjamin Trimble
Barengi Gadjin Land Council
PO Box 1255
Horsham VIC 3400**

email: recruitment@bglc.com.au

phone: 03 5381 0977

