



Position Description

RSA Implementation Coordinator

Directorate	Corporate & Policy
Reports to	CEO
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	\$125,000 – \$135,000 p.a. depending on experience/qualifications
Date position description approved	17/10/23

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

With the finalisation of the Recognition and Settlement Agreement between BGLC and the Victorian State Government in late 2022 (see Supporting Documentation), work must now be undertaken to see that these agreements are implemented in practice across a range of subject and geographical areas. The RSA Implementation Coordinator will be responsible for directing this implementation through keen project and stakeholder management skills to ensure optimal outcomes for the WJJWJ Peoples, BGLC as their representative and the partners engaged in these agreements. This will also entail managing the work of the BGLC LGA Liaison Officer to facilitate their accomplishment of the goals outlined in the RSA's *LGA Engagement Strategy*.

Area & Performance Responsibilities

Project support

- Identify project tasks associated with the implementation of BGLC's Recognition and Settlement Agreement and direct their completion, including providing guidance and coordination to other staff in the achievement of objectives;
- Devise and implement monitoring and control measures for the milestones and outcomes of BGLC RSA at all stages;
- Identify obstacles, shortcomings or potential issues and apply mitigatory and corrective actions to implementation processes and subsequent planning;
- 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; and
- Facilitate and at times manage the BGLC LGA Liaison Officer in accomplishing the goals set out in the RSA *LGA Engagement Strategy*.

Stakeholder management

- Represent BGLC at community events, conferences and meetings on matters of RSA implementation; and
- 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.



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 developing and implementing project plans, and in employing these plans coherently across multiple stakeholders;
- Experience working with Indigenous communities and organisations, in particular Traditional Owner groups;
- Understanding of and experience in supporting and interacting with Corporate Boards and similar governance structures;
- Experience working with Government entities;
- Ability to direct the work of at least one other staff member;
- Reasonable understanding of the goals and ambitions of the WJJWJ Peoples as articulated in the *'Growing What's Good'* Country Plan (see Supporting Documentation);
- Ability to balance priorities, including competing priorities, to achieve project outcomes on time, in budget and to a high standard;
- Keen stakeholder management skills to interact 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; and
- Ability to monitor and respond rapidly to changing circumstances across a large and dynamic landscape, providing solutions to emerging complications and reasonable foresight where possible; and
- 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.

Supporting Documentation

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

Recognition and Settlement Agreement [Click here](#)

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.

Please address selection criteria & resume to

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