

# Position Description

<b>CMA PD No.</b>	145		
<b>Position title</b>	<b>Aboriginal Partnerships and Water Officer</b>		
<b>Team</b>	Environmental Water		
<b>Location</b>	Mildura		
<b>Position tenure</b>	Temporary to 1 December 2026		
<b>Time fraction</b>	1.0 FTE	<b>Job share arrangement</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Classification</b>	Band 7-8	<b>Salary range</b>	\$76,739 - \$92,731
<b>Delegation</b>	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
<b>Child Safe Position</b>	Working with Children Check required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Position Requirements</b>	Driver's Licence <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## About the Mallee Catchment Management Authority (CMA)

### Our Vision

Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes.

### Our Profile

The Mallee CMA's primary responsibility is to ensure that natural resources in the region are managed in an integrated and ecologically sustainable way. We are the peak body for the delivery of natural resource programs in the Mallee. Our work is based on science and delivered through meaningful partnerships with government agencies, local organisations such as Landcare, and community groups in the Victorian Mallee.

### Our Region

The Mallee CMA region covers 3.9 million hectares – about one fifth of Victoria. It is the largest catchment area in the state and runs along the Murray River from Nyah to the South Australian border, and south to the vast dryland cereal and wheat crops of the Wimmera.

The Mallee CMA's responsibilities include the management of:

- Waterways
- Biodiversity (including vegetation restoration and threatened species recovery)
- Floodplains
- Salinity
- Land and soil health

The Mallee CMA also fulfils responsibilities in regional funding coordination in natural resource management community involvement and education; cultural heritage protection; and monitoring and reporting on the health of the catchment. The Authority also proudly supports Landcare in the Victorian Mallee.

## Our culture and behaviours

The Mallee CMA is committed to ensuring staff have the necessary skills and support to deliver successful and sustainable outcomes for our community, environment and landscapes. We are a committed and dedicated team who continue to strive for best practice outcomes for the region and the environment.

## Position Purpose

Working within the Mallee CMA Environmental Watering Team this important role will coordinate and implement engagement events and foster two-way communication with the Aboriginal community across the Mallee CMA region. Engagement events are highly focused to deliver on statewide objectives to increase Aboriginal involvement in the management of natural resources, specifically environmental water and the associated cultural outcomes.

To be successful in this role you will work well with all Traditional Owner groups and Aboriginal community members across the region. As an officer of the Mallee CMA you will share knowledge of environmental water processes and invite Traditional Owners and the Aboriginal community to contribute to planning and involvement in the evaluation of the success of watering for cultural outcomes. Feedback from community will shape future management actions and measure delivery of cultural outcomes.

The role requires the incumbent to focus on building and maintaining strong partnerships and effective working relationships with community groups, including Traditional Owner groups, local Aboriginal community groups, and staff of the Mallee CMA.

The role contributes to achieving Mallee Catchment Management Authority Business Objective 1 to ensure that community is central to the planning, delivery and evaluation of natural resource management (NRM) and 2 to protect and enhance the region's natural, cultural and productive values

## Responsibilities

- Lead and facilitate opportunities for active Aboriginal participation and capacity building in environmental watering activities
- Ensure Aboriginal values, knowledge and perspectives are represented, considered, and incorporated into Environmental watering activities on an ongoing basis
- Facilitate two-way engagement to ensure ongoing activities and outcomes are shared with stakeholders
- Undertake and document inspections of sites during environmental water program life cycle, to ensure protection of culturally significant areas using a risk-based approach.
- Support project delivery teams to liaise with Traditional Owners to resolve cultural heritage and project implementation matters;
- Contribute to the development and/or update of key strategic and planning documents, including but not limited to Seasonal Water Proposals, Water Resource Plans and Environmental Water Management Plans

- As Mallee CMA's key representative, integrate and participate in the Aboriginal Water Officer Network
- Represent Mallee CMA as needed at key stakeholder and delegate meetings to support indigenous engagement and inclusion.
- Explore opportunities, identify, and document future projects to align with the Aboriginal Waterways Assessment Program
- Assist with organisational business processes that ensure Mallee CMA meets its obligations with regard to Cultural Heritage, Native Title and the Traditional Owner Settlement Act (Victoria).
- Work collaboratively with all members of the environmental water team to ensure a consistent and informed approach to executed work activities.
- Manage own time, set priorities, plan and organise own work so as to achieve specific objectives within the resources available and set time frames.

## Key Selection Criteria

- KSC1:** Excellent communication skills and the ability to quickly build rapport with other staff, stakeholders and community groups.
- KSC 2:** A demonstrated understanding of Aboriginal culture, including an ability to describe values of waterways to Aboriginal people and a working understanding of the customs/lore that should be followed when meeting with community to discuss management of country.
- KSC3:** A demonstrated understanding of Aboriginal cultural heritage, what it is and obligations to protect it.
- KSC4:** An understanding of issues affecting rivers, wetlands and floodplains in the Mallee CMA region.
- KSC5:** Knowledge and experience using computers and software applications, particularly Microsoft products.
- KSC6:** Demonstrated experience working unsupervised, self-motivated and able to achieve results for the business when working in the community.

## Key Relationships

<b>Reports to</b>	Coordinator Aboriginal Partnerships and Engagement (Supervisor) Executive Manager, Projects and Business Development (Manager)
<b>Responsible for</b>	Nil
<b>Internal liaisons</b>	Program Manager The Living Murray Aboriginal Partnership and Engagement Team Environmental Water Team
<b>External liaisons</b>	Aboriginal Reference Group First Peoples of the Millewa-Mallee Aboriginal Corporation

	<p>Aboriginal Communities within the Mallee CMA Region</p> <p>Aboriginal Water Unit – DEWLP</p>
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Core Capability/Sub Capability	Capability Level Descriptor
<p><b>Community and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Community Value L2</li> <li>• Builds Trust L2</li> <li>• Partnerships and Collaboration L1</li> </ul>	<p>Has detailed understanding of local communities and groups that we work with and delivers information to build community capacity for NRM</p> <p>Role models privacy and confidentiality for all interested parties, building trust, in accordance with policy and legislation.</p> <p>Provides the interested parties with balanced and objective information to assist them in understanding of the problems, alternatives or solutions.</p>
<p><b>Leadership and Excellence</b></p> <ul style="list-style-type: none"> <li>• Direction and Purpose L2</li> <li>• Strategic Focus L1</li> <li>• Team dynamics L1</li> </ul>	<p>Generates ideas and suggestions to enhance work practices and achieve organisational objectives.</p> <p>Meets requirements of work plans and understands how work contributes to the achievement of Corporate Plan outcomes.</p> <p>Contributes to team discussions, problem solving and decision making in culturally respectful ways.</p>
<p><b>Interpersonal Communication</b></p> <ul style="list-style-type: none"> <li>• Written Communication L2</li> <li>• Verbal Communication L2</li> </ul>	<p>Prepares accurate documents and written communications including project publications, digital and print material that incorporates content appropriate for the purpose and audience.</p> <p>Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback.</p>
<p><b>Natural Resource Management</b></p> <ul style="list-style-type: none"> <li>• Local NRM Issues L2</li> <li>• Cultural Heritage L2</li> </ul>	<p>Investigates and understands issues locally to manage natural resources effectively</p> <p>Delivers projects consistent with cultural heritage protection and manages cultural heritage assessments.</p>
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Time Management L2</li> <li>• Problem Solving L2</li> <li>• Accountability L2</li> </ul>	<p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.</p> <p>Listens respectfully, facilitates the resolution of interested parties and colleagues' problems in respectful ways.</p> <p>Takes responsibility for work outcomes and helps others to understand their roles and responsibilities.</p>
<p><b>Continuous Improvement</b></p>	<p>Collaborates with others from different professions and project teams to share skills and knowledge. Works to address skill gaps and assists others to identify their development needs. Builds a positive, supportive team environment.</p>

<ul style="list-style-type: none"> <li>• Participation, Inclusion and Up-skilling L2</li> <li>• Technology and Systems L1</li> <li>• Creativity and Innovation L1</li> </ul>	<p>Uses technology and software applications effectively in relation to task requirements.</p> <p>Identifies ways to do things better, develops ideas with others and assists with the implementation of changes to routine work practices</p>
<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• Project Management L1</li> <li>• Procurement &amp; Contract Management L1</li> </ul>	<p>Delivers project outcomes as defined in the project plan and maintains accurate project records.</p> <p>Adheres to purchasing guidelines, achieves value for money, and keeps records. Understands the process of contract management for delivery of services.</p>
<p><b>Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• Legislation and Compliance L2</li> <li>• OHS&amp;W L1</li> </ul>	<p>Manages work practices to comply with relevant legislation and interested parties' requirements.</p> <p>Ensures work practices support staff wellbeing, personal safety and the safety of others in accordance with policy and procedure. Reports incidents/hazards/injury and proactively works to improve OHS&amp;W.</p>

Personal Attribute	Descriptor
<b>Self-Disciplined</b>	<p>Manages own time to achieve key outcomes</p> <p>Avoids distraction and diversions</p> <p>Is organised and methodical</p>
<b>Collaborative</b>	<p>Works with others to achieve common goals</p> <p>Engenders a spirit of teamwork</p> <p>Inspires trust</p>
<b>Flexible</b>	<p>Adapts to changing circumstances in the workplace</p> <p>Prioritises work and addresses what is most important</p> <p>Takes advantage of new and emerging opportunities</p>

## Qualifications

### Desirable

- Working knowledge of the Victorian Aboriginal Heritage Act 2006.
- Experience in the engagement of Aboriginal Communities and demonstrated success delivering on intended business outcomes.

## Position specific requirements

- The position may involve some work outside normal office hours
- The position will be required to assist in the development and delivery of training, mentoring and professional development in the specific areas of Cultural awareness and Cultural heritage.

## Other relevant information

### Gender Equality, Diversity and Inclusion

We are creating an environment of:

- Respect – treating people as individuals and valuing their contribution to Mallee CMA
- Flexibility – acknowledging the benefits of change and balance in meeting stakeholder and staff needs
- Support – achieving organisational outcomes and growth through understanding
- Sustainability – develop strategies that support economic, social and environmental responsibilities
- Safety – creating a safe environment for difference
- Awareness – identifying your own beliefs and biases and the uniqueness of others

### Flexible work place

We want flexibility to be embraced by all demographic groups and at all stages in our careers. Thinking about how we design jobs and working environments so that it makes it easier for all of our people to work in a flexible way is a starting point. It's important to note that the type of flexible work engaged in will vary with the nature of the job and the business area. Change and the quality of how we communicate are the key to success allowing, managers and employees the opportunity to be adaptable to the ongoing changing environment in which we work.

### Health and Safety

Mallee CMA is committed to the effective management of occupational health, safety and wellbeing, which ranks equally with all other operational considerations. It is the aim of Mallee CMA to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health and safety, and providing the resources for its successful implementation and continuous improvement.

### Privacy

The collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

### Pre-employment Screening

As part of the recruitment process you may be required to undergo pre-employment screening.



**Position Description Approved**

The details contained in this Position Description are an accurate statement.

As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.

	/	/		/	/
Chief Executive Officer	Date		Incumbent	Date	