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briefing document

organisation: Gunaikurnai Traditional Owner Land Management Board

position: Executive Officer

location: Bairnsdale

date: October 2020

the organisation

background:

As part of the Gunaikurnai Recognition and Settlement Agreement 2010, the Victorian Government and the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) entered into a Traditional Owner Land Management Agreement (TOLMA) to establish the Gunaikurnai Traditional Owner Land Management Board (GKTOLMB) which is accountable to the Minister for Energy, Environment & Climate Change.

The GKTOLMB is a Victorian Government public sector entity, established under the Conservation, Forests and Lands Act. Its role is to:

- collaborate with the State and relevant state land managers in the management of the land and enable the knowledge and the culture of the Gunaikurnai people to be recognised in the management of the land
- collaborate with GLaWAC to foster employment and economic development opportunities for Gunaikurnai people in relation to the management of the land
- set and guide the strategic direction for the joint management of 10 Parks in Gippsland:
 - The Knob Reserve
 - Mitchell River National Park
 - Tarra-Bulga National Park
 - The Lakes National Park
 - Gippsland Lakes Coastal Park
 - Lake Tyers State Park
 - Buchan Caves Reserve
 - Gippsland Lakes Reserve on Raymond Island
 - Corringale Foreshore Reserve
 - New Guinea Caves, in Snowy River National Park

values:

The values and principles by which the GKTOLMB operates are:

- encourage and value leadership by example, creativity and new ideas
- serve the good of all Gunaikurnai
- persistent in supporting the journey for Gunaikurnai towards self-determination and social justice
- listen to understand all views before judgement and decision making
- demonstrate courage and integrity in all we do
- encourage and value teamwork
- empowered to respectfully challenge and speak with candour and are committed to resolving conflict
- value strong and enduring partnerships
- committed to engaging the consultative processes

Further information can be found [here](#)

The Gunaikurnai and Victorian Government Joint Management Plan (JMP) was officially launched in September 2018. The JMP can be viewed at [here](#). The four key themes of the JMP are:

- people
- culture
- country
- working together

The JMP outlines the goals and outcomes for each of the themes over the next five years as well as the long term vision for each of the themes over the next 25 years.

The GKTOLMB is tracking, monitoring and evaluating the progress of the JMP in close consultation with the joint management partners against the agreed outcomes to ensure alignment with the aspirations of the Gunaikurnai people. The GKTOLMB also continues to support and develop strategic programs to assist in JMP implementation as well as advocating for funding and resources.

the position

position:	Executive Officer
reports to:	Chair - GKTOLMB
internal liaison:	Chair and all members of the GKTOLMB GKTOLMB Project Officer Chief Executive Officer and staff OF East Gippsland Catchment Management Authority
external liaison:	Chief Executive Officer and staff of GLaWAC Department of Environment, Land, Water & Planning Parks Victoria Other land management agencies Local government Other Aboriginal organisations Community groups

role purpose:

The primary objective of the role is to provide the GKTOLMB with strategic, clear, efficient and professional advice and thinking. The Executive Officer is responsible for providing advice in relation to the planning, management, implementation, coordination and delivery and monitoring of projects related to the Gunaikurnai Joint Management Plan in accordance with the Gunaikurnai Whole of Country Plan and the Gunaikurnai Recognition and Settlement Agreement and its subsequent review.

position objectives:

We are looking for a highly motivated and culturally sensitive person to continue the enormous amount of work that's already been achieved and to actively support the GKTOLMB to pursue its purpose on behalf of the Gunaikurnai people, GLaWAC and the Victorian Government.

You will have a strong understanding of Aboriginal culture and be an excellent cross cultural administrator, relationship manager, organiser, planner, facilitator, communicator, co-ordinator and project manager.

As the Executive Officer you will, under the established framework, principles and aspirations for joint management and the GKTOLMB's Corporate Plan, be required to:

- Provide strategic guidance and advice on employment and economic development opportunities and initiatives emerging out of the JMP
- Further drive and develop effective and enduring relationships with key partners and stakeholders
- Oversee the monitoring and evaluation of progress towards outcomes and coordinate the five yearly review of the strategic direction of the JMP with the GKTOLMB's partners
- Oversee any GKTOLMB funded joint management projects according to sound project management principles and frameworks

- Provide leadership to and support the GKTOLMB to meet its public entity reporting and compliance obligations and requirements
- Maintain a strong relationship with the GLaWAC Executive and staff and understand the leadership role GLaWAC plays in all matters related to the Recognition and Settlement Agreement
- Support ongoing two-way professional development and agreed mentoring between all staff involved in joint management

specific duties and responsibilities:

- Facilitate the ongoing implementation, monitoring and evaluation of the JMP within the agreed strategic framework and outcomes
- Provide authoritative, high level advice and executive support to the GKTOLMB including:
 - facilitating the development of the GKTOLMB's Corporate Plan, annual Business Plan and Annual Report
 - providing administrative and logistical support for GKTOLMB meetings
 - effectively communicating and negotiating with and building and maintaining strong relationships with GLaWAC, Parks Victoria, Department of Environment, Land, Water & Planning and regional stakeholders
 - overseeing and providing advice on the progress of GKTOLMB funded projects; including from project design through to implementation and evaluation
 - attending and actively contributing to the joint management strategic partnership forums
 - providing advice to the GKTOLMB of any emerging or anticipated risks associated with the JMP
 - in partnership with GLaWAC, seeking alternate funding sources to foster employment and economic development opportunities

specialist knowledge and skills:

- Sound knowledge and understanding of Aboriginal cultural diversity and Aboriginal cultural heritage
- Experience preparing written communications including complex briefs, letters, emails and reports
- Experience in building partnerships with an ability to negotiate, influence and reach agreement on initiatives and proposals
- Experience working with Aboriginal communities in cross-cultural project implementation, preferably related to land management projects
- Experience with and/or exposure to the Aboriginal Heritage Act, the Conservation, Forests and Lands Act and the Crown Lands Reserve Act
- Knowledge of Victoria's public land management regime

- Capacity to support public participation in decision making and community planning
- Capacity to bring project based teams of people including executive teams together to achieve a shared outcome
- Capacity to work in politically and culturally sensitive environments
- Ability to develop, build and maintain effective and enduring relationships and partnerships with stakeholders
- Capacity to support the Chair of the GKTOLMB in the relationship with the Minister and the Minister's office
- Demonstrated sound judgement and decision making within an empathetic and culturally appropriate framework
- Demonstrated conceptual and analytical ability

the person

mandatory qualifications and experience:

- Significant relevant experience and/or a tertiary qualification in social sciences, Aboriginal cultural heritage, community development, land management or an appropriate field of endeavour
- Experience in developing and maintaining governance and operational policies within the public administration requirements for statutory authorities
- A current Victorian driver's licence
- A national police check

key selection criteria:

- A clear understanding of what Aboriginal self-determination means and how to enable this understanding practically through the role
- Highly developed communication skills that build trust with all partners and stakeholders
- Demonstrated ability to interact, communicate and work effectively with Aboriginal people
- demonstrated capacity to build, influence and maintain enduring relationships with a range of stakeholders
- Experience and demonstrated understanding of project management methodology, frameworks and principles and strategic and operational monitoring
- Highly developed negotiation skills that lead to outcomes
- Experience in working with statutory boards
- This position adopts the values of the Victorian Public Services Commission to guide our behaviours and decision making. All staff have an important role to play in upholding the values and culture of the organisation