WHO WE ARE

The Northern Agricultural Catchment Council (NACC NRM) is one of Australia's 54 regional NRM organisations working to accomplish nation-wide management, restoration and protection of Australia's natural environment by addressing national environmental priorities at the regional level.

NACC NRM's **Purpose** is to ensure that the Northern Agricultural Region community values, and actively protects our region's natural capital, consistent with the Aspirations and Goals of NARvis.

Our **Way** is Catalysing Community Conservation through passionate delivery of collaborative on-ground projects and education.

Our **Impact** will be the health of the natural resources and environment of the NAR are improved.

WHAT WE DO

NACC NRM coordinates the Mid West Aboriginal Ranger Program (MARP). This program aims to advance Indigenous employment outcomes in the Mid West through regional Indigenous Ranger teams. Key elements include:

- An employment program that builds participants' capacity, and creates jobs.
- Cost-effective delivery of environmental services to multiple sectors.
- Preparing Indigenous people for career and economic opportunity.
- Strategic conservation and natural resource management outcomes.
- Value-adding to existing funding programs.
- Mentoring for Indigenous youth/school children/workforce entrants.
- Reintroducing Indigenous cultural values and learning on Country to address health, social, and economic issues.
- Developing NRM Indigenous leaders to advance, inspire, and sustain the local and regional Indigenous community.

MARP provides training, meaningful work, and significant environmental outcomes for the region. Program participants work towards Certificate II and Certificate III accreditation in Conservation and Land Management. This has proven to be rewarding for participants, delivering career progression and on Country engagement. A foundation of training in Conservation and Land Management will be built upon with Certificate IV and advanced associated competencies.

Current delivery is through teams housed with Western Mulga, Kwelena Mambakort Aboriginal Corporation (KMAC), and the Department of Biodiversity Conservation and Attraction (DBCA), providing a range of opportunities for program participants. NACC NRM coordinates communication, contracts, and reporting.

OPPORTUNITY

The current team supporting the delivery of MARP through NACC NRM's Aboriginal Custodianship Program work across training opportunities, communications, planning, and project administration, working closely with Delivery Organisation's. An opportunity currently exists for a passionate and motivated person to join our team to support the program and deliver community outcomes. If you are an Aboriginal person, interested in project management and dedicated to conservation and Country we encourage you to contact us.



SCHEDULE A
DUTY STATEMENT
Aboriginal Custodianship Administration Trainee

Position Overview

Position Title	Aboriginal Custodianship Administration Trainee
Position Location	Geraldton
Employment Status	1.0 FTE
Contract Agreement	As per the conditions of the NACC Enterprise Agreement (2024)
Classification and Salary	Level J1-1.1 ($28,304 - $54,962 + Superannuation(pro rata).
Contract Term	12 Month Traineeship period.
Reports to	Programs and Operations Manager
Positions under Direct Supervision	Nil

Key Responsibilities

The NACC NRM Aboriginal Custodianship Administration Trainee will provide administrative support to the Midwest Aboriginal Ranger Program (MARP) and across the NACC NRM team. This role will also work with key project partners and stakeholders, to support the delivery of project outcomes working with the Aboriginal Custodianship team.

The successful applicant will have good time management skills, a demonstrated ability to manage a number of tasks and be willing to learn. The successful applicant will also have the ability to communicate effectively and maintain strong relationships — both internal and external. Of the utmost importance, is commitment to and demonstration of NACC NRM's values.

- Passion
- Leadership
- Excellence

- Impartiality
- Accountability
- Respect
- Collaboration
- Professionalism

Experience and confidence working and communicating effectively with Aboriginal people is an important part of this role. The successful candidate will ideally have some experience in office administration, particularly good computer skills.

Based in Geraldton, the NACC NRM Aboriginal Custodianship Administration Trainee will be expected on occasion to travel across the Northern Agricultural Region to fulfil the duties of the role. The incumbent will also be required to participate in on-the-job and off-the-job training in the field of Administration through a registered training organisation eg. Central Regional TAFE.

Key Duties

Project Related Responsibilities	• Support the Aboriginal Custodianship Team and NACC NRM staff in developing opportunities for Traditional Owner groups and Aboriginal communities to participate in NRM within the Northern Agricultural Region (NAR). • Support the Aboriginal Custodianship Team to maintain strong working relationships with MARP project partners and stakeholders - these organisations may include but are not limited to community members and groups, local government and State and Federal agencies. • Support the Aboriginal Custodianship Team and NACC NRM staff to promote Aboriginal engagement outcomes, activities and learnings through publicity and communications – including but not limited to social media posts, e-newsletter articles and contributions to print media. • Assist Aboriginal Custodianship Team and NACC NRM staff to organise and facilitate stakeholder, regional MARP meetings and other NACC events. Some tasks may include – o Booking venue; o Arranging catering; o Inviting attendees and maintaining RSVP lists; o Distributing flyers promoting events; o Setup and pack down of equipment; o Taking photos; • Respond to enquiries in a professional and efficient manner. • Provide positive front-of-house service for visitors to NACC NRM where required, and respond professionally to emails and phone calls. • Provide other administration and support duties to the NACC NRM team as required.
Other Duties	• Uphold NACC NRM's Purpose, Way, Impact and organisational values, and contribute positively to NACC NRM's organisational culture of excellence. • Adhere to NACC NRM's Staff Code of Conduct, and all NACC NRM policies and procedures with particular attention given to Workplace Health and Safety.

	• Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work. • Participate in workplan development and performance reviews as required. • Undertake required travel and overnight stays as necessary to fulfil duties. • Undertake other duties as may reasonably be expected, or as directed by the CEO.

NOTE: This duty statement is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

SELECTION CRITERIA

Essential

- Commitment and passion for the Mission and Values of NACC NRM.
- WA School Certificate (Year 10) or equivalent.
- Demonstrated understanding and knowledge of Aboriginal communities and willingness to commit to empowerment, training and development.
- Demonstrated ability to work as an individual, and as part of a team.
- Excellent written communication skills.
- Sound skills and experience in the use of a Personal Computer and in particular Microsoft Office computer software.

Desirable

- An understanding of land and water management, biodiversity and river health in relation to Aboriginal land use values and priorities within the NAR.
- A current C Class driver's license.

NACC NRM is committed to improving employment opportunities and outcomes for Aboriginal and Torres Strait Islander people. As a measure to achieve equality and support, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position. Aboriginal people are strongly encouraged to apply.

APPLICATION REQUIREMENTS

- Complete a Cover Letter
- Respond to the Essential Selection Criteria within a maximum of 3 pages.

** Applications that do not address the Selection Criteria cannot be accepted.*

For further information or to submit your application, please contact NACC Aboriginal Custodianship Project Officer Taj Mamid on 08 9938 0100 or taj.mamid@nacc.com.au ensuring you place the title of the position in the "Subject" line of your email. Incomplete applications cannot be accepted.

Application Tips: (The following is suggested to assist you in writing your statement addressing the application.)

- For each of the criterion, draw on your previous experience to write a brief statement that describes a situation in which you successfully utilised the skill or attribute to achieve a successful outcome.
- The examples can be from your previous work experience, studies or general life experience and should contain a description of the situation, an outline of the action you took, how the skill or attributes assisted you and the end result of the action. One statement may address more than one criterion, though this must be clearly indicated.
- It is intended that the final statement addressing all criteria should be approximately 2 pages in length or approximately half a page per criterion, the content is more important than the volume.