



Thank you for your expression of interest in the position of **Midwest Aboriginal Ranger Program (MARP) Coordinator** at the Northern Agricultural Catchments Council (NACC). **This position is being re-advertised and previous applicants need not reapply.** Please find below:

- Position Description
- Application requirements

## POSITION OVERVIEW

<b>Position Title</b>	Midwest Aboriginal Ranger Program (MARP) Coordinator
<b>Position Location</b>	Geraldton
<b>Employment Status</b>	0.8 FTE
<b>Contract Agreement</b>	As per the conditions of the NACC Enterprise Agreement (2013)
<b>Classification and Salary</b>	P1 – \$72,987 (pro rata) + Superannuation
<b>Contract Term</b>	1 September 2018 – 30 June 2021
<b>Reports to</b>	CEO (or equivalent)
<b>Positions under Direct Supervision</b>	Nil
<b>Special Conditions</b>	Pursuant to Section 50D of the Equal Opportunity Act, the applicant for this position is preferably of Aboriginal descent and from the Midwest of Western Australia.

## KEY RESPONSIBILITIES

The Midwest Aboriginal Ranger Program (MARP) Coordinator will, in collaboration with the NACC Aboriginal Liaison Coordinator ensure that all project deliverables associated with the MARP are achieved.

Based in Geraldton, the MARP Coordinator will work closely with NACC Aboriginal Liaison Coordinator and the CEO (or equivalent) as well as project staff, and key project partners and stakeholders, including but not limited to community members and groups, local government and State agencies, to ensure project outcomes are achieved in a timely manner and within budget.

Specifically the MARP Coordinator is responsible for:

1. In collaboration with the CEO (or equivalent) and Aboriginal Liaison Coordinator, overseeing the MARP, including contributing to the development, implementation and successful achievement of the MARP 2018-2021 Strategic Plan.
2. Direct liaison with MARP project service providers to ensure all contractual project administration outcomes and requirements are met.
3. Ensuring all actions are guided by NACC's Mission, Purpose and Values.

## KEY DUTIES

<b>MARP Coordination</b>	<ul style="list-style-type: none"> <li>• Prepare MARP project reports, budgets, and routine correspondence as requested or directed.</li> <li>• Prepare and monitor as required, contracts directly related to delivery of the MARP.</li> <li>• Engage with Aboriginal organisations in the Northern Agricultural Region (NAR). Specifically those organisations which have an interest or role in delivery of the MARP. These organisations may include, but are not limited to Aboriginal owned and run businesses, Aboriginal land managers and owners, and relevant Commonwealth, State and Local agencies.</li> <li>• Contribute to the coordination of the MARP, and oversee the development, implementation and successful achievement of the <i>MARP 2018-2021 Strategic Plan</i>.</li> <li>• Establish and maintain strong working relationships with Aboriginal organisations/partners and key stakeholders to support and strengthen relationships and partnerships throughout the development and implementation of MARP projects and activities.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ensure there is open and clear communication between all key relevant MARP stakeholders, both internal and external.</li> <li>• Ensure Aboriginal engagement outcomes, activities and 'learnings' are promoted through effective publicity and communications – specifically promoting the work undertaken by NACC and other MARP partners in delivery of the MARP.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Uphold NACC's Mission, Vision and Values, and contribute positively to NACC's organisational culture of excellence.</li> <li>• Adhere to NACC's Staff Code of Conduct, and all NACC policies and procedures with particular attention given to OH&amp;S.</li> <li>• Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work.</li> <li>• Assist in the delivery and development of NACC's Reconciliation Action Plan.</li> <li>• Participate in work plan development and performance reviews as required.</li> <li>• Undertake required extensive travel and overnight stays as required to fulfil duties.</li> <li>• Undertake other duties as may reasonably be expected, or as directed by the CEO (or equivalent).</li> </ul>

**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**

- Excellent demonstrated Project Management skills and experience in an Aboriginal Natural Resource Management (NRM) context.
- Knowledge of and experience in Aboriginal culture and communities within the NAR, particularly in relation to caring for country.
- Excellent interpersonal skills: Ability to communicate effectively and work with a range of individuals, community groups, government representatives, partnership organisations, and other NRM stakeholders.
- Demonstrated ability to work as an individual, and as part of a team.
- Ability to meet tight deadlines and be flexible in assisting with priorities.
- Excellent written communication skills including the preparation of high quality reports.
- Commitment and passion for natural resource management, and the Mission and Values of NACC.
- Sound skills and experience in the use of a Personal Computer and in particular Microsoft Office computer software.
- Effective negotiation, liaison and presentation skills.
- A current C Class driver's licence.

**Desirable**

- A background in NRM or relevant industry sector.
- Tertiary qualification in Aboriginal culture and/or equivalent experience in Aboriginal NRM.
- An understanding of land and water management, biodiversity and river health in relation to Indigenous land use values and priorities within the NAR.
- Experience in the use of GIS.
- Experience in the use of a 4WD vehicle.
- Experience in partnership development with non-profit partners, community groups and/or government agencies.

\* \* \* \* \*

I have read and understand the requirements of the role as detailed in this job description form. I will undertake the role as described to the best of my ability and hereby accept the responsibilities and duties for the position as described on this job description form.

Signed by: ..... (Appointee's signature). Date: ...../...../.....

## APPLICATION REQUIREMENTS

- Visit the NACC website jobs section, and download the JDF and application information.
- Complete a Cover Letter expressing your interest and suitability for the advertised position.
- Complete a written response clearly addressing and highlighting all the areas outlined under the Selection Criteria. This includes the essential and desirable qualifications, skills and experience\*
- Submit your (i) Cover Letter, (ii) Resume/Curriculum Vitae which summaries your experience, and (iii) Statements addressing the Selection Criteria.

*\* Applications that do not include a completed Cover Letter, or that do not address the Selection Criteria will not be accepted.*

For further information or to submit your application, please contact NACC General Manager Katherine Allen on 08 9938 0100 or [katherine.allen@nacc.com.au](mailto:katherine.allen@nacc.com.au) – ensuring you place the title of the position in the “Subject” line of your email. Incomplete or late applications cannot be accepted.

## APPLICATIONS CLOSE: FRIDAY 31 AUGUST 2018, 5PM WST

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

- For each of the essential and desirable 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. In some instances one statement may address more than one criterion, although this needs to be indicated.
- It is intended that the final statement addressing all criteria should be about 2 – 4 pages in length or approximately half a page to a page per criterion, although the content is far more important than the volume.