



POSITION TITLE	Aboriginal Engagement Officer
CLASSIFICATION	Coordinator Level 1 - 2
ORDINARY HOURS PER WEEK	15 hours (30 hours per fortnight)
FULL TIME EQUIVALENT	0.4 FTE
DATE	April 2024
LOCATION	Launceston
REPORTS TO	Operations Manager - Sustainability

## ORGANISATIONAL CONTEXT

NRM North is one of three endorsed regional natural resource management groups in Tasmania, and one of 54 in Australia. NRM North was officially incorporated under the Tasmanian Natural Resource Management Act on 26 March 2003. NRM North has statutory functions under the Act with respect to integrated natural resource management.

The Management Committee is responsible for controlling and managing the business affairs of NRM North, setting and monitoring the strategic direction of the organisation and ensuring that NRM North as an organisation meets all governance requirements.

The NRM North Management Committee employs a CEO who oversees the implementation of this strategic direction. The Staff are a team of professionals who support the chief executive officer and the organisation and work with the community of Northern Tasmania to support them in the management of the region's natural resources.

Our work is guided by the *2030 NRM Strategy Northern Tasmania* (the NRM Strategy) which, across key themes of Land, Biodiversity and Water, aims to build, support and maintain:

- Healthy Country
- Healthy, resilient and biodiverse environments
- Healthy and productive water and marine resources
- Productive and sustainable land management

## POSITION DESCRIPTION

### About the Role

NRM North acknowledges that Aboriginal land, sea, and sky Country is an important part of natural resource management. The Aboriginal Engagement Officer will seek open engagement with Tasmanian Aboriginal people to understand their priorities for actions that support access, healing, protection and management of land, sea, and sky Country, while enhancing organisational understanding of cultural values and practice.

This is an identified position. The appointee will be an Aboriginal and/or Torres Strait Islander person. NRM North's *Identified Position Guidelines* provide the requirements for confirmation of identity.

### Key Responsibilities

The Aboriginal Engagement Officer will seek to work together with Tasmanian Aboriginal people to:

- Grow the influence of Aboriginal people in natural resource management.
- Foster partnerships to better understand Aboriginal perspectives on natural resource management knowledge and practices.
- Support achievable projects, as identified by the Aboriginal community and organisations.

This will be achieved through:

- Effective and sensitive engagement with all represented Aboriginal communities and relevant First Nations enterprises in the NRM North region.
- An ongoing process of consultation on mutually beneficial project opportunities, including planning, implementation, monitoring and review.
- Developing new initiatives and preparing project proposals for relevant funding bodies, including establishing partnerships with appropriate stakeholders, as required.

The Aboriginal Engagement Officer will work with NRM North to:

- Improve organisational understanding and recognition of Aboriginal cultural values.
- Encourage and facilitate interaction between our organisation and the Aboriginal community, where there are shared interests and priorities.

This will be achieved through:

- Attending working groups/advisory groups and representing NRM North at relevant advisory forums with government, business and community stakeholders to promote Tasmanian Aboriginal and NRM interests, as required.

- Establishing and delivering and activities that facilitate meaningful interaction with the organisation and Tasmanian Aboriginal communities.

Other activities include:

- Facilitating ongoing organisational cultural competency training, including for all staff, and NRM North Committee members.
- Preparing correspondence, articles, submissions, reports, briefing papers and presentations for approval and distribution including to media outlets, as required.
- Complying with relevant Work Health and Safety procedures and policies.
- Maintaining stakeholder and organisational confidentiality when required.
- Undertaking other duties as directed by the CEO or Corporate Services Manager.

**Other Duties:** This position description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the ongoing development of the business.

To be appointed to this position, the successful applicant must be legally entitled to work in Australia.

## CORE COMPETENCIES (Knowledge, Skills and Experience)

### Skills and Experience

#### *Essential*

- 1) Demonstrated knowledge and understanding of Aboriginal culture, as it relates to NRM North region.
- 2) Tasmanian Aboriginal community connection.
- 3) Demonstrated knowledge and interest in natural resource management, conservation and community engagement.
- 4) Strong interpersonal and communication skills (written and verbal) and a demonstrated ability to work independently or as part of a small team.
- 5) Effective written and verbal communication skills with experience preparing funding applications, project documentation and briefings to managers.
- 6) Ability to travel throughout the region or state as required.
- 7) Current Class C Driver's Licence.

Note: All licenses/tickets stated in the Position Description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify NRM North as soon as practicable.

## ELIGIBILITY REQUIREMENTS

To be eligible to apply for this identified position, you must be an Aboriginal or Torres Strait Islander person. This means you must:

- a. have Aboriginal and/or Torres Strait Islander ancestry;
- b. self-identify as an Aboriginal person and/or Torres Strait Islander; and
- c. be recognised as an Aboriginal person and/or Torres Strait Islander by the Aboriginal or Torres Strait Islander community in which you live or have lived.

Applicants must provide documentation that confirms their Aboriginal identity, in-line with eligibility requirements.

### VALUES AND KEY BEHAVIOURAL INDICATORS

NRM North is committed to high standards of performance and all employees are responsible for ensuring that behaviour is in line with the organisation’s key behaviours indicated below:

- Demonstrate sound decision-making and professional judgment to ensure conflicting and competing priorities are managed appropriately to achieve organisational outcomes.
- Work in a fair, professional, consistent and collaborative manner with all concerned parties.
- Identify and implement safe work practices, taking a systematic approach to managing risk, ensuring the health and safety of yourself and others.
- Understand the importance of wellbeing and promote health and safety.
- Comply with relevant legislation, policies, and procedures.
- Communicate effectively both verbally and in written form, with high level accuracy and attention to detail.
- Work autonomously, prioritise and efficiently multi-task in a busy environment to meet business deadlines.

### ROLE ACCEPTANCE

I have read and understood the content of the Position Description for my role and accept the duties, responsibilities and obligations of my position. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

**SIGNED BY YOU:**

**SIGNED BY MANAGEMENT:**

Employee: \_\_\_\_\_

Manager: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_