



# YAMATJI SOUTHERN REGIONAL CORPORATION LTD

PO Box 552  
GERALDTON WA 6531

ABN 93 638 346 684

## POSITION DESCRIPTION

<b>Position Title:</b>	Joint Management Officer
<b>Reports to:</b>	Heritage Manager
<b>Direct Reports:</b>	N/A
<b>Location:</b>	YSRC Corporate Headquarters, Geraldton, WA
<b>Employment Status:</b>	Full-Time

### ABOUT THE YAMATJI SOUTHERN REGIONAL CORPORATION

The Yamatji Southern Regional Corporation Ltd (YSRC) was established in January 2020, as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the State of Western Australia. The YSRC is the parent entity of the Yamatji Nation governance structure which includes the Prescribed Body Corporate, Bundi Yamatji Aboriginal Corporation (BYAC), Yamatji Enterprises Limited and the Joint Trustee established under the ILUA.

YSRC has established a Strategic Plan and vision, based on utilising the benefits of the ILUA. The YSRC is a growing team, working out of the Geraldton Headquarters with responsibility to implement the Strategic Plan and undertake day-to-day management of activities associated with its objectives.

YSRC promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice, and opportunity for Yamatji people. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

### OVERVIEW

Under the ILUA, the Yamatji Conservation Estate will be established comprising a total of approximately 690,000 hectares, of which approximately 470,000 hectares will be new Conservation Parks, new National Parks and extensions to existing conservation estate areas. The Chief Executive Officer of the Department of Biodiversity, Conservation and Attractions (DBCA), acting through the Conservation and Land Management executive body is also a party to the ILUA.

BYAC is the body in which parts of the Yamatji Conservation Estate is jointly vested with the Conservation Parks Commission, and a party to the Joint Management Agreement (JMA) over the Yamatji Conservation Estate.

Under the JMA, a Joint Management Body (JMB) will be established to make management decisions consistent with the Joint Management Plan. The JMB plays a significant role in the management and development of the Yamatji Conservation Estate including in relation to:

- the value of the land and waters to the culture and heritage of Aboriginal people;
- the conduct of customary activities in accordance with the traditional laws and customs;

- the expenditure of the annual operational budget;
- any proposed new management plan, or any proposed amendments to the management plan;
- the development of new business and employment opportunities for the Yamatji people;
- the development of policies, frameworks and strategies to facilitate economic opportunities;
- the approval of leases, licences and the use of land in accordance with the *Conservation and Land Management Act 1984*;
- the employment of staff and contractors to work in the Yamatji Conservation Estate; and
- the naming and content of any signage relating to areas or places on the Yamatji Conservation Estate.

## **POSITION PURPOSE**

This position's role is to support the activities of the JMB in accordance with the JMA by:

- Supporting the implementation of its management responsibilities and engagement with relevant entities, including the Yamatji Nation Cultural Authority and Cultural Committees.
- Engaging with the JMB, BYAC and DBCA in the development of programs to achieve the best possible engagement of Yamatji Nation members.
- Engages with DBCA staff assisting to facilitate effective and meaningful engagement and supervision, in existing works programs for the Yamatji Conservation Estate.
- Facilitates on-country visits, workshops, and joint activities to support the development and implementation of the JMA with the JMB and YSRC.
- Facilitates meetings and ensures the management aspirations of the Joint Management Body are actioned, in consultation with the broader traditional owner community.

The Joint Management Project Officer position is established under clause 21.7(3) of the ILUA.

## **RESPONSIBLE FOR**

Under the direction of the Joint Management Body and YSRC:

## **ABORIGINAL ENGAGEMENT (45%)**

- Develops strong working relationships with Yamatji Nation members and the broader traditional owner community.
- Facilitates and implements on-country field trips and back-to-country experiences to support the development of the Joint Management Plan through DBCA and the JMB.
- Encourages JMB members and Yamatji Rangers to understand the processes involved in planning, establishing and managing the Yamatji Conservation Estate.
- Assists DBCA with work plans to deliver outcomes consistent with the JMA.
- Provides information and advice to YSRC, BYAC and the JMB on Aboriginal engagement and operational matters.
- Planning and scheduling meetings, conferences, teleconferences and community consultations, including using technology e.g. Zoom, Microsoft Teams, as required.
- Assists in the preparation of correspondence, briefing notes, and reports as required.

## **FIELD OPERATIONS (30%)**

- Contributes to the delivery of works programs over the Yamatji Conservation Estate, as required.
- Prepares reports, enters, and stores data and maintains records for YSRC and JMB.
- Liaises and maintains networks with DBCA staff where interdependencies exist between BYAC, YSRC and the JMB.
- Represents the YSRC/JMB at meetings with local authorities, other government departments and stakeholders in relation to the Yamatji Conservation Estate.

## **SERVICE DELIVERY (10%)**

- Assists in determining the standards and techniques for implementing the Joint Management Plan. Ensures all activities are compatible with the JMB's objectives and responsibilities.
- Assists with the works program to reflect the Joint Management Plan, services standards, resources, seasonal factors, environmental management, DBCA policies and guidelines.

## **HUMAN RESOURCES AND FINANCIAL MANAGEMENT (10%)**

- Actively contributes as a YSRC team member.
- Promotes and ensures a high standard of open, honest, and clear communication, fosters a team spirit and culture of empowerment and productivity.
- Assists with the preparation and review of the Yamatji Conservation Estate budget, where appropriate. Monitors cost effectiveness of works, compiles cost data and ensures correct input of budget and expenditure data into YSRC financial systems.

## **GENERAL (5%)**

- Maintains YSRC procedures, records, equipment and vehicles to acceptable standards.
- Undertakes other duties as reasonably directed by YSRC/JMB.

## **SELECTION CRITERIA**

### **Demonstrated experience in:**

1. Natural resource management, including land management and planning; with a preference for experience in, cultural heritage management, management of conservation reserves, nature conservation, and recreational site management.
2. Effective communication skills with experience in effective liaison with Aboriginal stakeholders, government agencies, community, and special interest groups.
3. Project development, control and expenditure of allocated work projects and experience in infrastructure development and maintenance.
4. Report writing and the ability to use computer software for data analysis, and database management.
5. Working effectively as part of a team and independently; and showing a high level of self-motivation.

### **Knowledge, skills and experience:**

6. Ability and willingness to work with traditional owners to deliver native title aspirations through joint management, cooperation, or collaborative arrangements.
7. Willingness and preparedness to undertake extended periods of travel, camping and work in remote areas.
8. Current 'C' Class Driver's Licence.
9. Compliance with and demonstration of a positive commitment to a high level in equal opportunity, occupational health & safety and YSRC values.

### **Desirable**

10. Aboriginal and/or Torres Strait Islander applicants are encouraged to apply.
11. Tertiary qualification in natural or social science or equivalent qualification.
12. Working knowledge of the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, the *Bush Fires Act 1954*, and associated regulations.

**OTHER**

- Shortlisted candidates will be required to produce an Australian Federal Police clearance.
- The contract will include a 3-month probation period.
- Selection Criteria should be addressed in no more than 3 pages.