

Job Description Form

1. Position Details

Position Title Project Officer – Yurriyangem Taam Joint Management			Position Number DBCA3161220
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992, PSCA 2022	Effective Date 20 May 2024
Division Regional and Fire Management Services Division		Branch Kimberley Region	
Section East Kimberley District		Location Kununurra	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8
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Recruitment and Establishment Section

 Registered JDF
 20 May 2024

Responsible to

Position Title District Manager	Level/Grade Level 6 or 7
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Other offices reporting directly to this office

Position title	Level/ Grade
Operations Manager	Level 6
District Fire Coordinator	Level 5
District Coordinator Conservation	Level 5
Purnululu WHA Project Manager	Level 5
PVS Coordinator	Level 5
EKD Marine Park Coordinator	Level 5
Project Officer Joint Management	Level 4
Finance and Administration Coordinator	Level 4

Responsible to

This position

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under limited supervision from the District Manager and with oversight from the Senior Project Officer Native Title Unit:

- Works in collaboration with the Yurriyangem Taam (YT) Joint Management Body and the YT Employment sub-committee to undertake activities that strengthen YT's governance and capacity to meet its obligations under the Indigenous Land Use Agreements (ILUA) and Joint Management Agreement.
- Coordinates and leads Traditional Owner, community, and stakeholder engagement for the implementation of the new YT National Park including future parks and easements on behalf of YT Traditional Owners.
- Liaises extensively with relevant stakeholders in partnership with the department to ensure the implementation of the ILUA actions such as secondary consents, easements, and the development of the joint management plan.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under limited supervision from the District Manager and with oversight from the Senior Project Officer Native Title Unit:

Works in collaboration with the Yurriyangem Taam (YT) Joint Management Body and the YT Employment sub-committee to undertake activities that strengthen YT's governance and capacity to meet its obligations under the Indigenous Land Use Agreements (ILUA) and Joint Management Agreement (JMA).

PROJECT MANAGEMENT OF YT PARTICIPATION IN THE ILUA PROCESS (50%)

1. Coordinates and leads Traditional Owner, community, and stakeholder engagement for the implementation of the new YT National Park including future parks and easements on behalf of YT Traditional Owners.
2. Assists in the development of a strategic plan for YT and works to ensure key priorities are implemented.
3. Coordinates meetings and provides resources for Traditional Owners to fulfill their obligations as JMB members in line with the ILUA and JMA including but not limited to distribution of correspondence, TO payments, travel arrangements, using meeting templates to record the actions of the JMB and preparing and implementing JMB meeting outcomes.
4. Liaises extensively with relevant stakeholders in partnership with the department to ensure the implementation of the ILUA actions such as secondary consents, easements, and the development of the joint management plan.
5. Ensures effective liaison and communication is maintained between Traditional Owners, Prescribed Body Corporate (PBC) Directors, the department and other stakeholders.
6. Contributes to the development of policies and procedures relating to joint management and other areas of the YT Organisation.
7. Coordinates feedback to assist in the development of the Joint Management Plan.
8. Supports the aspirations of Joint Management Bodies (JMB)s to ensure they are actioned and facilitated.
9. Assists with, facilitates, and implements on country field trips and sharing of cultural knowledge with Rangers to support the YT to connect to country.
10. Encourages JMB members and Aboriginal rangers/trainees to understand the processes involved in planning and joint management of the National Park.
11. Supervises staff as and when required.
12. Represents the YT Organisation at key stakeholder meetings.

CONTRACT MANAGEMENT AND ADMINISTRATION (40%)

13. Provides progress reports as required by the ILUA, ILUA implementation plan and Joint Management Agreements to the department, the JMB and the PBC Directors.
14. Undertakes contract management of funds secured by YT in conjunction with YT's accounting services provider.
15. Assists in preparing the organisation's financial reports and prepares YT for auditing.
16. Contributes to budget planning and oversees expenditure in line with funding obligations and the YT budget.
17. Prepares and develops funding submissions, work plans and correspondence on behalf of YT directors and the JMB.
18. Manages, monitors, and acquits payments relating to the ILUA benefits and keep appropriate financial records. Provides financial reports as required by DBCA and assists in preparing for audit.
19. Works in accordance with the ILUA implementation plan in co-operation with district departmental staff.
20. Reviews the draft and final joint management plan associated with ILUA in consultation with TO's.
21. Seeks and obtains other sources of funding to complement the work of the rangers and other land management activities undertaken by YT.

GENERAL (10 %)

22. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
23. Records the stories of TOs' relevant to the development of a joint management process.
24. Undertakes other duties and projects as directed by the PBC board of Directors and Joint Management Body.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following four criteria. These should be addressed in no more than four pages in total.

1. Considerable experience in project management and contract administration processes including time management and financial management.
2. Evidence of strong analytical and problem-solving skills and abilities in responding to complex and detailed issues in a challenging environment.
3. Evidence of high-level oral communication and interpersonal skills and experience in effectively liaising and negotiating with Aboriginal groups, community, stakeholders and government agencies, to deliver joint management outcomes.
4. Knowledge of and experience in joint management conservation and natural land management.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Highly developed written communication skills including knowledge and experience in computer technology and the application of project management software.
6. Knowledge of and experience in developing implementing and reviewing organisational policies and procedures.
7. Ability to work both independently and collaboratively as part of a team.
8. Understanding of work, health and safety and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualification in a discipline relevant to project management, Business or information technology or a related field. (**Desirable**)
11. Eligible for membership of the Yurriyangem Taam Aboriginal Corporation (RNTBC).
12. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (**Desirable**).

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

13. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**.

Information on whether appointment to this position is subject to provision of a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12 months Fixed Term		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD Vehicle Personal Computer		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	
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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: