**Position Description:**

**Senior Aboriginal Partnerships Officer**

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| **Position Details** |
| **Position Title:** | Senior Aboriginal Partnerships Officer |
| **Position Number:** | 50945063 |
| **Classification:** | VPS 5 |
| **Salary Range:** | $113,022 - $136,747 |
| **Employment type:**  | Fixed Term until 29 October 2027 |
| **Work Location:** | 8 Nicholson Street, East MelbourneHybrid work arrangement available [x] Yes [ ]  No  |
| **Reports to:** | Kirsty Savage, Executive Manager Partnerships and Communication |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many? |
| **Further information:** | Kirsty Savage, Executive Manager Partnerships and Communication PH: 0437 166 092 |

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| **Position Purpose** |
| The Senior Aboriginal Partnerships Officer will assist the Victorian Environmental Water Holder (VEWH) to embed Traditional Owner self-determination in the environmental watering program. The position will support Traditional Owners on the path to managing water held for the environment on Country, and work with the VEWH, the Department of Environment, Energy and Climate Action (DEECA), waterway managers, and water corporations on the implementation of Victorian Government Aboriginal Water policy. The Senior Aboriginal Partnerships Officer will play a key role in:* creating and supporting opportunities for Traditional Owners for self-determination, influence and agency in the planning, decision-making, delivery and monitoring of environmental water on Country
* working with Traditional Owners and other program partners to identify barriers and opportunities to increase self-determination and pathways for change for water for the environment to further Traditional Owner objectives for Country
* supporting the implementation of government policy directions furthering Aboriginal self-determination and related reforms (including the Water is Life: Traditional Owner Access to Water Roadmap , Victorian Treaty, Yoorrook Justice Commission recommendations)
* work with program partners to plan and deliver projects that support the strategic goals of the VEWH and Traditional Owners
* Strengthen the VEWH’s partnerships with Traditional Owner groups and Aboriginal peak bodies and support enhancing cultural capacity in the organisation.
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| **Identified Position** |
| This position is classified as an “identified position” aimed at increasing employment opportunities for Australian Aboriginal and/or Torres Strait Islander People. The position requires an in-depth knowledge of Aboriginal culture and an ability to communicate with Aboriginal communities. Australian Aboriginal and/or Torres Strait Islander people are encouraged to apply.**Acknowledgment**The VEWH proudly acknowledges Victoria’s Traditional Owners and their rich culture and pays our respect to Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.  We acknowledge and respect Victorian Traditional Owners as the custodians of Victoria’s land and waters, their unique ability to care for Country and deep spiritual connection to it.  We are committed to genuinely partner, and meaningfully engage, with Victoria’s Traditional Owners and Aboriginal communities to support  the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond. **Aboriginal Employment and Development Support**Aboriginal employees are supported, connected, and developed with the assistance of DEECA’s Aboriginal Employment and Development Team. Employees can join the Aboriginal Staff Network (ASN). The ASN hold forums, workshops and development sessions to assist staff on their professional journey For any questions/queries please email aboriginal.employment@deeca.vic.gov.au. They can assist you with your application and help to prepare you for this process. |

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| **Organisation Overview** |
| The Victorian Environmental Water Holder (VEWH) is an independent statutory body responsible for managing Victoria’s environmental water entitlements, in cooperation with program partners, to improve the environmental health of rivers, wetlands and floodplains. The VEWH’s core organisation values and example behaviours and attitudes are:* Collaboration - we respect and complement our partners
* Integrity - we are accountable for our actions
* Commitment - we value healthy rivers, wetlands and floodplains
* Initiative - we aspire to be leaders in what we do

The VEWH is comprised of four part-time Commissioners, supported by a small office led by the Chief Executive Officer and specialist team members including those in technical, communication and administrative roles.In managing the Water Holdings, the VEWH’s key program partners are the Department of Energy, Environment, and Climate Action (DEECA), waterway managers (catchment management authorities and Melbourne Water), other water holders (including the Commonwealth Environmental Water Holder and the Murray-Darling Basin Authority), storage managers, land managers and Traditional Owners. The VEWH is committed to increasing the self-determination of Victoria’s Traditional Owners in the environmental watering program. The VEWH’s corporate services are provided by DEECA. Our teams commit to DEECA’s human resource policies, systems and procedures and organisational values, and we recruit under [Victorian Public Service Enterprise Agreement 2024](https://www.dtf.vic.gov.au/sites/default/files/2024-10/Victorian-Public-Service-Enterprise-Agreement-2024.pdf).For more information on the Victorian Environmental Water Holder, visit [www.vewh.vic.gov.au](http://www.vewh.vic.gov.au) |

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| **Position’s Key Accountabilities** |
| 1. Build and maintain meaningful relationships with Traditional Owner groups and Aboriginal peak bodies to support Traditional Owner objectives and consideration of Traditional Owner knowledge and expertise in VEWH operations and decision-making.
2. Work with Traditional Owners, waterway managers, storage managers, environmental water holders, other program partners and VEWH team members to identify and implement opportunities to strengthen and embed Aboriginal empowerment and agency in the environmental watering program.
3. Coordinate across teams within the VEWH to support integrated consideration of Traditional Owner knowledge, objectives and expertise in VEWH operations and decision-making, and strengthen cultural competency in the organisation.
4. Work with program partners to plan and deliver projects, clearly outlining tasks, roles, funding arrangements, governance structures and success measures; coordinate and guide internal and external stakeholders to carry out their work; monitor progress, manage risks, and make changes when needed to keep things on track.
5. Support the Executive Team and Commission, including development of briefing papers and presentations and other material to support decision making and engagement as needed.
6. To practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.
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| **Key Selection Criteria** |
| **Specialist / Technical Experience** | Demonstrated skills, experience and knowledge of Aboriginal Culture and contemporary issues affecting Aboriginal Victorians today to deliver culturally informed government programs and services is required.Demonstrated skills, experience and knowledge of land and/or water management, preferably in Victoria. |
| **Capabilities** | Applicants are encouraged to outline their relevant experience in a cover letter, and the submission of their resume. Applications are expected to use the key accountabilities as a guide:Partnering and Co-creation* Identifies and partners with stakeholders to ensure active collaboration in the design process to understand user needs, obtain ideas, insights and input.
* Work with stakeholders to build prototypes and coordinate testing to validate the strategy, program or product.
* Facilitates discussion and navigates differences of opinion to reach decisions.

Project Delivery:* Translates strategies into programs or projects that enables achievement of outcomes required.
* Defines governance e.g success measures, roles and responsibilities, progress monitoring required to manage risks and maximise probability of success.

Political and Organisational Context* Uses formal & informal influencing relationships & decision making processes.
* Ensure solutions or actions adhere to values, ethics, responsibilities, legal obligations and limits that apply to an organisation.
* Considers priorities and interests of various groups & key individuals.

Flexibility & Adaptability:* Accept changed priorities without undue discomfort. Responds quickly to changes.
* Comfortable working in collaboration with teams outside of own organisation.
* Works to find new ways to deliver outcomes.
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| **Position specific requirements** |
| **Financial Delegation Value** | Nil |
| **Health and Safety** | The occupational health and safety requirements of this position include, but are not limited to: * Driving
* Sedentary desk work
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| **DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to:** | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required. A satisfactory National Police Check will be required (for all non-DEECA employees).This position will require occasional overnight travel.Victorian Driver’s Licence is required. |
| **Employment Terms and Conditions** | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act 2004*.Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply.Non-VPS applicants will be subject to a probation period of six months. |
| **Privacy** | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*. |

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| **Other Relevant Information** |
| **A Diverse, Inclusive and Flexible Workplace** DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:1. We are connected to liveable, inclusive, sustainable communities2. We are diverse 3. We are inclusive and flexible 4. We are safe and respectfulDEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.**Aboriginal Cultural Safety**Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework VEWH is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact self.determination@deeca.vic.gov.au.**Balancing your Life / Hybrid Working**We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy. |

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre on: 136 186, TTY: 133 677, or email customer.service@deeca.vic.gov.au.