# Department of Energy, Environment and Climate Action

Identified Position Description




## Position details

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| **Position title:** | Senior Engagement Coordinator – Traditional Owner Partnerships |
| **Position number:** | 50942540 |
| **Classification:** | VPS Grade 5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Water and Catchments |
| **Division & Branch:** | Catchments and Communities; Waterway Policy and Programs |
| **Work location:** | Flexible within Victoria Hybrid work arrangement available: [x]  Yes [ ]  No  |
| **Reports to:** | Manager, Long Term Reform Design |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many? |
| **Further information:** | Nikki Gemmill, Director Waterway Policy and Programs on 0429 153 129 OR nikki.gemmill@deeca.vic.gov.au  |

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

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge, and wisdom has ensured the continuation of culture and traditional practices.

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.

DEECA Aboriginal Employment and Development Support

DEECA is committed to support the self- determination of Traditional Owners and Aboriginal Victorians. This is supported by Pupangarli Marnmarnepu ‘Owning Our Future” Aboriginal Self-Determination Reform Strategy 2020-2025 [Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf (delwp.vic.gov.au)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0038/483887/Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf)

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 journey at DEECA.

For any questions/queries please email aboriginal.employment@deeca.vic.gov.au. We can assist you with your application and help to prepare you for this process.

**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 DEECA 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.

About Traditional Owners and Custodians

For over a thousand generations, Traditional Owners and Custodians have cared for and managed the Countries across what we now refer to as Victoria. Traditional Owners and Custodians have spiritual, physical, and cultural connections to Country that remain unbroken and strong.

We need to learn from their experience and begin bringing traditional and western practices together.

DEECA acknowledges the Traditional Owners and Custodians of the beautiful land, seas and waterways that make up the State of Victoria and pays respect to Elders past present and future.

Position purpose

The Senior Engagement Coordinator – Traditional Owner Partnerships will build effective relationships built on trust and respect to partner with Traditional Owners across Victoria for the implementation of the new Victorian Waterway Management Strategy and Water is Life outcomes. You will coordinate partnerships with Traditional Owners to embed self-determination principles and support Traditional Owners in managing Country through implementing waterway management frameworks and policy.

Context

*The Group*

The Water and Catchments Group (WCG), in partnership with water corporations, catchment management authorities, Traditional Owners and the community, is responsible for managing Victoria’s water and catchment resources.

*The Division*

The Catchments and Communities Division develops and delivers policies, strategies and programs that balance the needs of the environment with communities and water use and management. This involves working to apply a holistic approach to waterway and catchment management with a wide range of partners and community stakeholders including Traditional Owners, Catchment Management Authorities, Commonwealth government, other jurisdictions and local governments, community and environmental stakeholders. The Division comprises three Branches:

* Waterway Policy & Programs
* Catchment Programs & Rural Policy
* Intergovernmental Policy

*The Branch*

The Waterway Policy and Programs Branch will respond to current environmental challenges and be responsible for leading environmental input in WCG strategies and policies. The Branch will continually adapt waterway management and achieve positive environmental outcomes from investing in integrated actions such as delivering water for the environment, revegetation and managing invasive species.

Accountabilities

* Initiates and builds positive and respectful relationships with Traditional Owners across Victoria for the implementation of the new Victorian Waterway Management Strategy (VWMS), other relevant Water is Life outcomes and Waterway Policy and Programs.
* Lead the Branch to collaborate closely with Traditional Owner organisations through multiple pathways and mechanisms, maximising outcomes, managing relationships, resolving complex issues, providing secretariat support and coordinating provision of high-level policy advice and expertise for implementing the VWMS.
* Collaborates closely with Traditional Owners and other subject matter experts to identify and recommend policy options and innovative solutions to embed self-determination principles and formalise the longer-term role of Traditional Owners in waterway management frameworks and policy.
* Provides strategic advice to management / executive staff on building respectful partnerships with Traditional Owners and how to apply Government commitments for self-determination to waterway management.
* Responsible for providing direction and guidance to other Branch members to ensure that their project work supports partnerships with Traditional Owners.
* To work effectively with Aboriginal and Torres Strait Islander peoples and acknowledge their diverse backgrounds, personalities and varying needs and the unique cultural ways in which they may be expressed.
* 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.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Demonstrated skills, experience and knowledge of Aboriginal Culture and contemporary issues affecting Aboriginal Victorians today to deliver culturally informed government policies and services is required.
* Desirable - experience in waterway management and engagement or a qualification in natural resource management, social sciences or public policy or other equivalent qualification.

**Capabilities**

* Partnering and Co-Creating - Builds and maintains partnerships to achieve objectives; Coaches others on the co-creation process and builds team commitment to co-creation by demonstrating personal commitment; Builds trust in partnerships through timely and quality delivery of outcomes; Facilitates discussion and navigates differences of opinion to reach decisions.
* Communicate with impact -Identifies key messages and information required for decision-making; Provides high level advice on influencing and the needs of target audiences; Provides advice on the content and style appropriate to the audience.
* Flexibility and adaptability - Works to find new ways to deliver outcomes; Recognises the merits of different options and acts accordingly; Has courage to alter strategies in situations when there are clear indications of existing strategy may not deliver the best outcome; where significant amount of effort or investment has been put in. Builds commitment of others to adopt new strategies to deliver against outcomes.
* Project delivery - Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.

Position specific requirements

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| Financial Delegation Value | $0. A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * 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). |
| 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 applyNon-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. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

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 communities
2. We are diverse
3. We are inclusive and flexible
4. We are safe and respectful

DEECA 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’.

**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: 136 186, TTY: 133 677, or email customer.service@deeca.vic.gov.au