



## FEDERATION OF VICTORIAN TRADITIONAL OWNER CORPORATIONS

### POSITION DESCRIPTION

<b>Job Title:</b>	Economic and Business Development Advisor
<b>Location:</b>	Melbourne
<b>Prime Function:</b>	The role of the Economic and Business Development Officer is primarily to facilitate and support the implementation of the Djakitjuk Djanga Industry Development Program and contribute to economic and business development outcomes for Traditional Owner Corporations in accordance with the principles of self-determination.
<b>Background:</b>	<p>The Federation is the Victorian state-wide body that convenes and advocates for the rights and interests of Traditional Owners while progressing wider social, economic, environmental, and cultural objectives. We support the progress of agreement-making and participation in decision-making to enhance the authority of Traditional Owner Corporations on behalf of their communities.</p> <p>Our vision is that Traditional Owners are strong on Country, leading the social, political, economic, and cultural landscape delivered through our purpose which is to facilitate and amplify Traditional Owner voices to self-determine their futures and to build on and strengthen collective interests and opportunities. We work through our values of <b>Community, Culture, Country &amp; Collaboration</b> to embed recognition, empower self-determination and enable capacity.</p>
<b>Reports To:</b>	Manager - Natural Resource Management (NRM) and Economic Development Unit.
<b>Employment Type:</b>	This is a fixed term, full-time position for two years.
<b>Classification:</b>	Level 3.1 – 3.4 (\$93,665 - \$103,031). Salary Sacrifice options are available to Federation staff.

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#### Key Duties:

- Work collaboratively with the Manager - NRM/ED and other staff to identify and support key economic and/or commercial priorities for Traditional Owner Corporations and to enhance economic growth outcomes for Traditional Owners.

- With the Manager - NRM/ED, lead the implementation of the Djakitjuk Djanga program including reporting, monitoring and oversight of the grants program, and facilitation of the Community of Practice.
- With the Manager - NRM/ED, lead the implementation of the Traditional Owner-led Native Food and Botanicals Strategy including, but not limited to, the following areas:
  - (a) The development of agriculture, horticulture and their emerging markets in Victoria;
  - (b) Indigenous Cultural and Intellectual Property (ICIP) and Indigenous Data Sovereignty as it applies to research, economic and commercial opportunities for Victorian Traditional Owners; and
  - (c) Economic, commercial and market priorities as identified by Traditional Owner Corporations.
- Contribute to the design and development of research, policy and program advice including through engagement with Traditional Owner business organisations and by working and facilitating engagement with a broad range of government and business stakeholders.
- In conjunction with the Manager - NRM/ED and other relevant advisors develop analysis, knowledge and information to support advice on business and market opportunities.
- Scope opportunities for economic and commercial development for Victorian Traditional Owners, provide support to facilitate planning processes and create linkages to organisations and expertise, information and other necessary resources.
- Provide support to Management to implement the Federation's objectives through timely, accurate and relevant research, analysis and advice.
- Perform other duties as directed by Management from time-to-time in accordance with the strategic and operational plans of the Federation.

### **Key Competencies:**

- Demonstrated technical expertise in one or more of the following areas: policy and strategy development, participatory planning, and market research and development.
- Knowledge of commerce, management or industry development, economic development and recognised sustainability frameworks and methodologies
- Demonstrated experience in facilitating and brokering services, coordinating and developing networks and maintaining relationships with a range of stakeholders including from government, industry, and Traditional Owner groups.
- Knowledge and understanding of the political, social and economic issues affecting Aboriginal Victorians and the ability to work collaboratively with Aboriginal people.
- Well-developed project management skills.
- Excellent written and oral communication skills.

- Ability to work as part of a team.
- Demonstrated ability to manage a variety of complex projects and tasks independent of supervision.
- Relevant tertiary qualifications or equivalent experience.
- Ability to travel, including for some weekend work.
- Hold a valid driver's licence.

**Approved By:** CEO  
**Date:** April 2021