

Position description

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| **POSITION TITLE** | Aboriginal Partnerships Officer – North (Identified position for an Aboriginal or Torres Strait Islander person) |
| **ROLE GRADE** | 8 |
| **REMUNERATION** | $87,176 - $106,563 (1 FTE, pro rata for part time)(inclusive of 10% superannuation) commensurate with qualifications and experience |
| **LOCATION** | Flexible within Qld |
| **DATE REVIEWED** | August 2021  |
| **POSITION BASIS** | Part time 0.5FTE Ongoing |

**Introduction**

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 37 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6700 native species and at least 226 endangered species.

Established in 1991, Bush Heritage has over 45,000 supporters Australia-wide and an annual operating budget of over $20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

We're proud to acknowledge the Traditional Owners of the places in which we live and work. We recognise and respect the enduring relationship they have with their lands and water, and pay our respects to Elders, past and present.

Our values are:

**Conservation:** Protected, connected landscapes and waterways for plants, animals, and people

**Culture:** A shared journey of respect for diversity, each other, and acknowledgement of Traditional Owners’ enduring relationship to this land and waters

**Collaboration:** We collaborate with Traditional Owners, other landowners, scientists, government, organisations, and communities for the greatest impact

**Community:** Together we are an active and dedicated mosaic of staff, volunteers, partners, and supporters all working for a common goal

**Safety:** Healthy people, healthy country

The organisation has teams that span – West & SA Region, North Region, South East Region, Science and Conservation, Fundraising and Engagement, Strategy and Business Development, People and Safety, and Corporate Services.

**CEO and the Board**

Heather Campbell is Bush Heritage’s Chief Executive. The Board Chair is Sue O’Connor, and Directors include leading Australians from business and commerce, government, conservation, and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

**Direction and guidance for this position**

Reporting to the Executive Manager – North, the Aboriginal Partnership Officer – QLD, will work collaboratively with other Bush Heritage staff - principally the Region’s Healthy Landscape Managers, Reserve Managers and Program Officer - North Region and regional Ecologists.

The Aboriginal Partnership Officer - QLD is accountable for fulfilling the ‘Key responsibilities and duties’ associated with this position.

**Position summary (background)**

This position will provide leadership and management support to regional staff in Queensland to strengthen and deepen our working relationships with Traditional Owner Groups on our Reserves and across relevant priority landscapes.

The Aboriginal Partnerships Officer – QLD will also contribute to Bush Heritage Australia’s Aboriginal Engagement Program in the areas of policy, strategy and operational procedures.

This role will work closely with Bush Heritage’s Executive Manager – North and Philanthropy Executives to identify opportunities to strengthen and grow Bush Heritage’s support to our Traditional Owner partnerships in Queensland.

The role will work between Monday and Friday, with flexibility around days. Regular travel will be required.

**Key responsibilities and duties**

The Aboriginal Partnerships Officer – QLD is a member of the North Region team and is responsible for supporting the regional teams to develop and maintain partnerships with Aboriginal groups in our priority landscapes. This position will also contribute to helping to improving organisational systems and process to enable more effective relationships with Traditional Owners across our National operations.

* Manage and deepen existing relationships and partnerships with Traditional Owners across the North Australia Region of Bush Heritage.
* Develop new relationships and partnerships where relevant.
* Facilitate collaborative planning, Healthy Country Planning and right way science projects.
* Support existing staff including Healthy Country Managers and Reserve Managers with their Traditional Owner relationships.
* Provide information or links to expertise on how new development opportunities should relate to Traditional Owners i.e. – Carbon incomes.
* Communicate effectively and respectfully with all stakeholders, internal and external – in written and verbal forms.
* Other duties, as required from time to time, consistent with the position.

**Qualifications, skills and selection criteria (used to assess your application)**

**Essential:**

1. Identify as an Aboriginal and/or Torres Strait Islander person (Bush Heritage Australia considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under s 25 of the Anti-Discrimination Act 1991 QLD).
2. Demonstrated passion and experience in Caring for Country, in nature conservation and a commitment to the objectives and values of Bush Heritage.
3. Demonstrated experience and ability to effectively negotiate, to work with and develop genuine, respectful relationships with Aboriginal people and other stakeholders.
4. Demonstrated knowledge and understanding of issues affecting Aboriginal peoples in contemporary Australian society in realising their commitments to Caring for Country.
5. High level of computer literacy and proficiency with personal computers including word processing, spreadsheet and data software.
6. Demonstrated ability to communicate effectively in both a written and oral form.
7. Demonstrated experience in managing projects and budgets.
8. A current driver licence.

**Desirable:**

1. Experience working in remote communities and regional locations.
2. Knowledge of Health, Safety and Environment and risk assessment procedures and requirements.
3. Experience in the not-for-profit sector.
4. Experience in collaborative planning, and/or Healthy Country Planning.

**Key outcomes for the role**

* Development and support for the Aboriginal partnerships on reserves and on Aboriginal partnership lands with key stakeholders in QLD.
* Support Traditional Owner involvement in Bush Heritage Reserve management plans with a right way approach to planning, management and projects.
* Bush Heritage maintains its reputation for and is recognized as, a leading organization in working effectively with Aboriginal people to support and deliver conservation and caring for country outcomes both in QLD and nationally.
* Bush Heritage advocates securing additional resources to support Aboriginal partners in realising their Caring for Country aspirations in QLD.

**Policies and workplace practices**

Bush Heritage people and managers are responsible for and commit to:

* Using and ensuring adherence to Bush Heritage’s values, policies and work-place practices;
* Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
* Maintaining a team-oriented environment, managing and developing staff, and valuing diversity.

**Position relationships**

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| Position title of manager | Executive Manager – North |
| Position titles which also report to manager | Regional Healthy Landscape Managers, Regional Reserve Managers, Senior Ecologist – North, Program Officer – North. National Fire Program Manager, Regional Volunteer Coordinator, Night Parrot Ecologist. |
| Titles of positions that report to this position | None |
| Key internal relationships | Executive Manager – Aboriginal Engagement, Aboriginal Partnership Officer – SE, Aboriginal Partnership Manager – WA, Aboriginal Partnership Program Manager – NT & QLD, Healthy Country Manager (Cape York), Program Offer – North, Regional Healthy Landscape Managers, Regional Reserve Managers, Senior Ecologist – North.  |
| Key external relationships | Key stakeholders in Queensland |