

FEDERATION OF VICTORIAN TRADITIONAL OWNER CORPORATIONS

POSITION DESCRIPTION

Position:	Manager – Natural Resource Management (NRM) and Economic Development
Location:	12-14 Leveson St, North Melbourne, Victoria
Position Objective:	Provide day to day management and leadership to a diverse and multidisciplinary team that is proactive, responsive and is passionate about advocating for, and supporting Victorian Traditional Owners in, the delivery of strategic natural resource management and economic development policy and program outcomes in accordance with the principles of self-determination.
Background:	<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 Community, Culture, Country & Collaboration to embed recognition, empower self-determination and enable capacity.</p>
Reports To:	Chief Executive Officer
Employment Type:	This is a fixed term, full-time position for two years.
Classification Range:	Level 4.1 – Level 4.5 (\$118,642 - \$130,634). Salary Sacrifice options are available to Federation staff.

Key Duties

- Work collaboratively across the Federation to deliver policy and strategic outcomes in NRM and economic development while supporting Treaty and nation-building activities and a broader reform agenda.
- Provide specialist technical advice and advocacy on a range of NRM and economic development matters that support the rights and interests of Victorian Traditional Owners.
- Manage and lead complex problem-solving tasks including the development and support of collaborative and innovative solutions to identified policy, institutional and legislative challenges to advance the vision, objectives, purpose, and values identified in the Federation's 2020-2023 Strategic Plan.

- Provide strategic advice on the socioeconomic impacts of proposed policy and legislative changes including how policy and legislative design can both prepare for, and respond to, emerging community, industry, and market expectations.
- Lead and support the NRM&ED Team to manage relationships with key stakeholders, partners, and collaborators, including oversight of secretariat functions to key stakeholder groups and as appropriate, representing the Federation in government, industry and Traditional Owner Community forums.
- Seek and develop funding and service opportunities and models to strengthen income generation for the Federation and support Traditional Owner Corporations and manage and provide oversight for the development and delivery of Funding Agreements and Contracts undertaken by the NRM&ED Team.
- Manage and take responsibility for budgets, financial and narrative reporting and provide oversight of contract management and performance for program areas undertaken by the NRM&ED Team.
- Prepare high quality briefs, submissions, reports, and presentations for Federation Board members and CEO, corporation CEOs, senior management and/or government and non-government organisation partners.
- Support and enable organisational systems, procedures, and networks to support the co-ordination and implementation of effective and efficient delivery of the Federation's objectives.
- Provide team leadership and management, mentoring and support to members of the NRM&ED Team and working collegially with the broader management team and CEO.

Key Competencies

- Demonstrated team management and leaderships skills and experience.
- Technical experience and capability in one or more of the following areas: policy and strategy development; land management planning; participatory natural resource management in cross cultural environments; business management and economic development; community development and participatory planning.
- Demonstrated knowledge and experience in the following areas: policy co-design and advice; policy advocacy, program co-design and project management.
- Knowledge and understanding of the political, social, and economic issues affecting Victorian Traditional Owners and the ability to work collaboratively with Aboriginal people.
- Ability to manage consultants, broker services and co-ordinate networks.
- Demonstrated experience in building and maintaining relationships with stakeholders from government, industry and community sectors.
- Excellent communication (both verbal & written) skills, with demonstrated experience in the development of reports, research and advice.
- Ability to plan, manage and supervise a variety of complex tasks and work as part of a team.
- Current Victorian Drivers licence.