



Wurundjeri Woi-wurrung

Cultural Heritage
Aboriginal Corporation

POSITION DESCRIPTION

Effective from: August 2023

Role title	Manager
Unit	Partnerships and Policy
Location	Abbotsford, with flexible working arrangements available
Duration	Full-time, ongoing
Salary range	\$125,000 to \$130,000 plus superannuation, NFP salary sacrificing available
Position reports to	Initially reports to Interim CEO, will report to Business Operations Manager when appointed
Position supervises	Up to 8 FTE

Overview of Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation

The Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation is a Registered Aboriginal Party (RAP) appointed under the *Aboriginal Heritage Act 2006* (Vic.). We represent the Wurundjeri Woi-wurrung Traditional Owners of Melbourne and the Greater Melbourne region, and we take great pride in our responsibility for protecting and managing Aboriginal cultural heritage objects and places on Wurundjeri Country. The Corporation offers a range of cultural services including environmental land management, cross-cultural education, traditional Welcome to Country and Smoking Ceremonies, research, and cultural consultations.

Purpose

The Partnerships and Policy Unit is responsible for enabling the Wurundjeri Corporation to form effective and enduring relationships with its partners and stakeholders. The unit also creates opportunities for the voice of the Wurundjeri community to be heard in policy development and legislative reform.

The Manager provides overall leadership and management of the Partnerships and Policy Unit, develops unit strategy and workplans and provide guidance and development opportunities for the people in the unit. The Manager is also a member of the organisation's senior leadership team, working closely with the CEO and other members of the senior leadership team to enable cross-organisational connections, develop organisational strategy and good business and ensures the Unit's function is fit to deliver now and into the future.

Key responsibilities

1. Provide leadership to the Partnerships and Policy Unit to ensure activities are aligned with the priorities of the Wurundjeri Corporation and the Wurundjeri community.
2. Maintain a team environment that fosters and develops effective working relationships and a high-performance culture.
3. Actively contribute to the leadership group, supporting a culture of staff enablement, collaboration and excellence.
4. As part of the senior leadership team, contribute to the development of the organisation's strategic direction and lead the unit's team to develop operational plans that support achievement of organisational goals and outcomes.
5. Manage a program of partnerships and relationships with organisations from a diverse range of sectors including all levels of government.
6. Foster and maintain positive collaborative working relationships with other Units, the Wurundjeri Community, Elders, partners and stakeholders.
7. Work with partners and stakeholders (including government) to ensure the Wurundjeri Community's voice is heard and understood and identify opportunities for the voice of the Wurundjeri Community to be heard in government policy development and legislative reform processes.
8. Prepare submissions, presentation to government and other organisations on policy and legislative reform matters.
9. Source funding and negotiating agreements from partners and stakeholders.
10. Identify new business opportunities, system and operational improvements and development of career pathways for indigenous and non-indigenous staff.
11. Develop and maintain collaborative working relationships with the Wurundjeri Elders, Wurundjeri staff and other stakeholders.
12. Advocate for Wurundjeri Woi-wurrung rights and interests as Traditional Owners and act as a role model for the Wurundjeri Corporation.
13. Provide leadership and guidance to support a productive and motivated team, including professional development of the Partnerships and Policy team.
14. In conjunction with the CEO, identify areas for professional development, in line with your career development plan.
15. Always put the wellbeing of self and others as a priority and champion, implement and adhere to the organisation's health and safety policies and procedures.
16. Undertake other duties or responsibilities as requested from time-to-time.

Relationships

- Wurundjeri Corporation managers, program and project managers and all staff.
- All levels of government and funding partners.
- External customers, stakeholders and suppliers.
- Elders and the Wurundjeri Community.

Experience, skills and personal qualities

	Essential	Desirable
Education and qualifications (or	<ul style="list-style-type: none"> • Australian Citizen or resident for working purposes. 	

equivalent level of learning)	
Experience	<ul style="list-style-type: none"> • At least three years working in a management role. • Ability to develop and implement strategy, analyse and interpret policy and government programs and strategic direction. • Experience in identifying and developing strong community and government partnerships. • Experience working for a not-for-profit organisation desirable. • Experience working with First Nations Peoples desirable. •
Knowledge and skills	<ul style="list-style-type: none"> • Excellent relationship management skills with strong negotiation and advocacy skills. • Ability to identify critical issues and assess their relevance to the Wurundjeri Corporation. • Sound budget management and financial reporting skills. • Knowledge of government and policy processes as well as a demonstrated ability to read, interpret and apply relevant legislation, policies, and procedures. • Ability to understand and interpret contracts and working with funded organisations to meet their contractual requirements. • Ability in understanding and developing complex, revenue-based budgets. • Advanced proficiency in using Microsoft 365 Office Suite and in supporting an effective and productive hybrid team.
Personal qualities	<ul style="list-style-type: none"> • Strong advocacy for the advancement and self-determination of Aboriginal communities and businesses. • Reasonable knowledge and appreciation of Aboriginal cultures and matters including cultural safety and social issues. • A flexible communication ability to foster strong, trusting working relationships with Wurundjeri elders and members. • Strong organisational and time management skills, ability to work to tight deadlines and to prioritise multiple tasks and to work productively with limited supervision. • High-level communication, written and customer service skills. • High level of attention to detail. • The ability to conduct duties in a confidential and culturally sensitive manner. • Creative problem solver, committed to continuous improvement.

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment and business needs.