

Position Description

About Bunurong land Council

We are a Traditional Owner organisation that represent the Bunurong people of the South-Eastern Kulin Nation. We aim to preserve and protect the sacred lands and waterways of our ancestors, their places, traditional cultural practices, and stories.

Bunurong Land Council Aboriginal Corporation (BLCAC) is a not-for-profit Aboriginal Corporation that represents the Bunurong Traditional Owners and community. BLCAC was formed in the late 1990s by a small group of Bunurong Elders and warriors to provide representation on Bunurong Country, particularly around cultural heritage management and protection. The corporation was registered with the Office of the Registrar of Indigenous Corporations (ORIC) in 2000 and since then, membership has grown to over 300 members.

BLCAC is the Registered Aboriginal Party (RAP) for and on behalf of Bunurong People. We have overcome many obstacles on the way, but Bunurong People are now recognised as the Traditional Owners of their lands and waters across greater Melbourne, Mornington Peninsula, and the Bass Coast.

BLCAC members descend from the First People of the coastal areas around Port Phillip Bay (Narrm), with a provenance dating back well over 40,000 years. Our community has survived over 200 years of kidnappings, slavery, massacres, poisonings, imprisonment, disease, and broken promises. We were removed from Country, our language silenced, but the survivors continued to tell and retell the stories of Bunjil and the Lore, family, dispossession, loss but continued to dreaming that one day we would come together again and restore the Bunurong community on our Traditional Lands.

Position Title:	Policy Officer	Business Unit:	Strong Community
Reports To:	CEO	Direct Reports:	
Package:			
Primary Objective:	<p>To coordinate BLCAC's external policy and government engagement work, including policy priorities determined on a cyclical basis (such as waterways and cultural authority), and to coordinate the preparation of submissions, policy responses and advice in relation to critical government inquiries, legislative reform processes, public consultations and time-sensitive statutory and public engagement matters (including development proposals) impacting Bunurong Country, culture and community.</p> <p>The role works across internal teams and collaborates closely with the Community Engagement Officer to ensure community voices and cultural authority are meaningfully heard, actively canvassed for feedback and accurately reflected in external policy positions, aligned with BLCAC's strategic priorities and Strong Community objectives.</p>		
Key Responsibilities			
1. Policy Coordination & Development			

- Coordinate the organisation's policy priorities on a cyclical basis, ensuring timely review, updates and alignment with cultural authority and organisational strategy.
- Research, analyse and prepare policy positions relating to cultural heritage, land and water management, Traditional Owner rights and emerging issues.
- Develop and manage external policy positions and submissions on priority issues impacting Bunurong Country and community.
- Support the preparation of policy papers, briefing notes, submissions and internal position statements.
- Maintain awareness of relevant legislation, government agendas and sector developments impacting the organisation and community.

2. Government Inquiries, Reform & Advocacy/Statutory Processes

- Coordinate and lead BLCAC's responses to government inquiries, legislative reform processes and public consultations.
- Support timely and coordinated responses to development proposals and other statutory or government processes.
- Prepare high-quality submissions, briefs and evidence-based, culturally informed policy responses within required timeframes.
- Prepare advice and briefing materials for government, regulators, leadership and the Board as required.
- Collaborate with internal subject matter experts to ensure responses reflect organisational knowledge, cultural authority and community priorities.
- Monitor government announcements, reforms and time-sensitive matters requiring organisational input.

3. Community Voice & Engagement in Policy

- Work collaboratively with internal teams and the Community Engagement Officer to ensure community voices inform submissions, policy positions and advocacy.
- Facilitate processes for community input including consultations, targeted discussions, surveys, yarning circles or feedback sessions where appropriate.
- Ensure community perspectives are accurately and respectfully represented in external submissions and policy positions.
- Support culturally safe and transparent communication with community about policy issues that affect them.
- Work with Communications & Marketing to support accurate, consistent and culturally appropriate communication of policy positions where required.

4. Cross-Organisational Collaboration & Advisory Support

- Engage with internal teams to gather cultural, operational and thematic expertise relevant to policy work.
- Assist teams to understand how policy changes may affect programs, responsibilities or community interactions.
- Contribute policy advice to internal planning, strategy and advocacy efforts.

5. Research, Monitoring & Reporting

- Conduct research and environmental scanning to identify emerging policy issues.
- Track sector developments and policy trends impacting Bunurong Country and Community.
- Maintain databases, records and tracking systems for inquiries, reforms, deadlines, development matters and submissions.
- Prepare internal updates, policy alerts, summaries and briefings for senior staff and relevant teams.
- Ensure timely reporting on policy activities and outcomes.

Position Dimension & Decision Making Authority

Without Referral to Manager/CEO:	<ul style="list-style-type: none"> • Draft and coordinate submissions, briefs and policy responses within approved policy positions and timeframes. • Liaise with internal teams and relevant stakeholders to gather information and coordinate responses. • Manage day-to-day policy priorities, timelines, statutory deadlines and documentation. • Facilitate consultation processes consistent with approved engagement approaches.
Referred to CEO:	<ul style="list-style-type: none"> • Final approval of submissions and external policy positions. • New or amended external policy directions. • Matters with significant strategic, reputational, cultural or community implications. • Issues impacting cultural authority or requiring executive-level engagement with Traditional Owners or Elders. • Escalation of high-risk or politically sensitive issues.

Key Communication Contacts

Contact/ Organisation:	Purpose/Frequency of Contact:
CEO & Executive Leadership Team	Briefings, advice, approvals – weekly Information exchange and clarification – as required.
Community Engagement Officer	Coordination of community input – ongoing Information exchange and clarification – as required.
Internal BLCAC Teams	Technical, cultural and operational input – as required.
Government Departments & Agencies	Submissions, consultations, briefings – as required.
Local Councils & Statutory Authorities/External Stakeholders	Development referrals and consultations – as required.

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Government Submissions & Legislative Engagement	<ul style="list-style-type: none"> • Coordinate and lead responses to government inquiries, legislative reform processes and public consultations. • Draft high-quality submissions, policy responses and formal correspondence to government and statutory bodies. • Monitor relevant policy and legislative developments impacting Bunurong Country and community. 	<ul style="list-style-type: none"> • Submissions delivered within statutory and organisational timeframes. • Quality, clarity and cultural integrity of submissions. • Positive feedback from CEO and key stakeholders.
External Policy Development & Advocacy	<ul style="list-style-type: none"> • Develop and manage external policy positions on priority matters impacting Bunurong Country, culture and community. • Coordinate internal input across teams to inform submissions and policy positions. • Prepare briefing papers and advice to support advocacy and engagement. 	<ul style="list-style-type: none"> • Policy positions align with organisational strategy and cultural authority. • Advice supports informed decision-making by leadership and the Board. • Consistency and accuracy of policy messaging.
Stakeholder Management	<ul style="list-style-type: none"> • Maintain and enhance partnerships with government, community and other stakeholders to ensure a positive and productive view of BLCAC. • Liaise with internal teams and external stakeholders to gather information and coordinate responses. 	<ul style="list-style-type: none"> • Productive and effective working relationships with positive feedback. • Stakeholders engaged in a timely, professional and culturally appropriate manner.
Budgetary and Financial Management	<ul style="list-style-type: none"> • Contribute to the effective use of allocated resources in line with approved budgets. • Monitor expenditure related to policy, submissions and engagement activities as required. 	<ul style="list-style-type: none"> • Achievement of budget.

	<ul style="list-style-type: none"> • Ability to contribute to budget monitoring and manage resources responsibly. 	
Compliance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Ensure all information is recorded to achieve compliance with all organisational policies and procedure and legislative requirements. • Ensuring organisation and community confidentiality is maintained. 	<ul style="list-style-type: none"> • Compliance issues identified and escalated appropriately. • No breaches of confidentiality or compliance obligations.
Reports and Statistics	<ul style="list-style-type: none"> • Utilise data and program analysis to provide accurate and meaningful reports. • Provide statistical and other reports to meet organisational, stakeholder and statutory requirements including analysis, reporting of results and supporting recommendations. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports. • Accuracy and timeliness of statistical reports.
Policy and Procedure	<ul style="list-style-type: none"> • Comply with organisational policies and procedures when undertaking external policy, submissions and engagement work. • Ensure external policy and advocacy activities align with EEO legislation and organisational standards. • Apply relevant policies and procedures to ensure consistent, compliant and best-practice external engagement. 	<ul style="list-style-type: none"> • Demonstrated compliance with organisational policies and procedures.

Key Challenges	
<ul style="list-style-type: none"> • Managing competing and time-critical government and statutory deadlines, often with limited notice. • Navigating complex and evolving policy, legislative and regulatory environments. • Balancing external advocacy requirements with community expectations and cultural authority. • Ensuring community voices are meaningfully reflected within tight consultation and submission timeframes. • Managing sensitive, high-risk or politically complex matters in a culturally safe and professional manner. 	
Person Specification	
Qualifications and Experience	Personal Qualities and Attributes
<ul style="list-style-type: none"> • Aboriginality, Bunurong Nation – desirable • Relevant qualification in public policy, law, environmental management, planning, Aboriginal studies or a related field, or equivalent experience. • Demonstrated high-level written communication skills, including drafting submissions, briefing papers and formal correspondence. • Ability to interpret legislation and regulatory frameworks. • Demonstrated computer proficiency, including the use of Microsoft Office applications. • Clear Working with Children Check, National Police History Check or willingness to obtain. • Current VIC Drivers Licence. 	<ul style="list-style-type: none"> • Highly developed organisational skills and capacity to prioritise competing demands. • Strong interpersonal, negotiation and stakeholder engagement skills. • Sound judgement and decision-making capability, particularly in sensitive or complex matters. • Ability to work collaboratively across teams and with community stakeholders. • Commitment to culturally safe practice and community-led decision-making. • High level of professionalism, discretion and cultural awareness. • Proactive, adaptable and committed to supporting the organisation to achieve its strategic objectives.

I confirm that I have read this job description and acknowledge and understand my roles and responsibilities. If I have any questions, I acknowledge that I can approach my Manager for clarification.

Employee Signature	
Print Name	

Date	
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