

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:	Strong Culture Manager	Business Unit:	
Reports To:	CEO	Direct Reports:	
Package:			
Primary Objective:			
The Strong Culture Manager is responsible for the strategic leadership, cultural governance, operational performance and people leadership of BLCAC's Strong Culture portfolio, including Registered Aboriginal Party responsibilities, cultural heritage management, cultural values, cultural landscapes, community engagement activities and cultural knowledge initiatives.			

The role provides culturally informed leadership that brings together the diverse functions of the Strong Culture portfolio, fostering collaboration, shared accountability and an integrated, one-team approach to achieving positive outcomes for Bunurong Traditional Owners and community. The role is responsible for workforce capability, succession planning, staff development and the delivery of a high-performing, culturally safe team environment.

The Strong Culture Manager is accountable for business unit performance, cultural governance, legislative compliance, financial stewardship and the delivery of outcomes that protect, promote and strengthen Bunurong culture, heritage, identity, cultural continuity and self-determination.

Key Responsibilities

- Lead the strategic direction, governance and operational performance of the Strong Culture portfolio.
- Provide leadership and oversight of BLCAC's Registered Aboriginal Party responsibilities, cultural heritage management, cultural values functions and related cultural initiatives.
- Lead, develop and support a high-performing, culturally safe and accountable workforce.
- Foster a collaborative, inclusive and high-performing multi-disciplinary team culture that brings together the diverse functions of the Strong Culture portfolio, promotes shared accountability and drives integrated ways of working to achieve Strong Culture outcomes.
- Ensure the delivery of strategic priorities, business plans and operational objectives across the Strong Culture portfolio.
- Foster strong relationships with Bunurong Traditional Owners, community, government, industry and key stakeholders.
- Provide leadership and oversight of the Strong Culture team initiatives that strengthen Bunurong cultural knowledge and connection country.
- Ensure effective financial management, legislative compliance and risk management across the portfolio.
- Promote and uphold Bunurong cultural values, cultural governance and community aspirations.
- Drive continuous improvement, innovation and sustainable growth across the portfolio.
- Contribute as a member of the Senior Management Team to organisational planning, decision-making and performance.
- Undertake other related duties as directed by the CEO/Deputy CEO.

Position Dimension & Decision-Making Authority

Without Referral to Manager:

- Lead the day-to-day management and operational performance of the Strong Culture business unit.
- Allocate resources and approve operational priorities within approved budgets.

	• Manage workforce planning, recruitment, performance, employee development and operational staffing matters. • Make operational decisions relating to Registered Aboriginal Party functions, cultural heritage projects and business unit service delivery within legislative and organisational delegations. • Represent BLCAC in operational stakeholder forums and negotiations.
Referred to CEO:	• Significant organisational or strategic policy changes. • Matters with significant financial, legal, political or reputational risk. • Budget submissions and expenditure outside approved delegations. • Significant organisational restructures or workforce changes. • Matters requiring Board consideration or CEO approval.
Key Communication Contacts	
Contact/ Organisation:	Purpose/Frequency of Contact:
CEO	Strategic direction and achievement of accountabilities
Senior Management Team	Collaboration and shared decision making
Government Agencies	Legislative compliance, funding and statutory responsibilities and negotiations
External Stakeholders (developers, researchers)	Cultural heritage advice, project delivery and stakeholder engagement
Direct Reports & All Staff	Providing leadership, operational direction, support, coaching and performance development

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
• Strategic Leadership	• Lead the integration of Strong Culture functions to create alignment, strengthen collaboration and support coordinated service delivery and shared organisational outcomes. • Contribute to whole of organisation strategic direction	• Strategic objectives achieved. • Demonstrated future focus & innovation outcomes • Integrated & multi-disciplined project across the heritage and values teams • Annual business plans delivered. • Positive contribution to organisational strategic priorities.

	• Contribute to connect and collaborative whole of organisation culture • Lead the development and implementation of the Strong Culture strategic direction and business plans. • Ensure Strong Culture activities align with BLCAC's Strategic Plan, cultural priorities and community aspirations. • Provide leadership on cultural governance matters and strategic cultural initiatives. • Provide strategic advice and recommendations to the CEO, Board and Senior Management Team.	• Strong cultural governance outcomes.
Registered Aboriginal Party/Heritage Leadership	• Oversee BLCAC's Registered Aboriginal Party responsibilities and statutory obligations. • Provide strategic leadership and operational oversight of CHMP's, permits, cultural heritage assessments and associated heritage services to ensure legislative compliance, quality outcomes and effective service delivery. • Ensure compliance with the <i>Aboriginal Heritage Act 2006</i> (Vic), <i>Aboriginal Heritage Regulations 2018</i> and Ministerial Guidelines. • Monitor emerging legislative and policy developments impacting RAP responsibilities.	• Legislative compliance achieved. • Statutory timeframes met. • High quality cultural heritage outcomes. • Positive Traditional Owner outcomes.

Cultural Values & Community Outcomes	• Lead the development and delivery of cultural values initiatives, cultural advisory services, community engagement activities and cultural landscape priorities. • Support the protection, documentation and sharing of Bunurong cultural knowledge, language, stories and cultural practices where appropriate. • Promote meaningful Traditional Owner engagement and participation in cultural decision-making processes and On-Country initiatives. • Strengthen opportunities for cultural knowledge transfer, community connection and cultural continuity. • Foster partnerships that support cultural landscape management, land management, cultural healing and Country-based outcomes.	• Cultural priorities delivered. • Positive community and Traditional Owner feedback. • Increased participation in cultural initiatives. • Strong cultural governance outcomes.
People Leadership & Culture	• Lead workforce planning, succession planning and capability development across the Strong Culture portfolio. • Promote a positive, engaged and values-led culture that supports employee wellbeing, accountability and professional growth. • Create a culturally safe, inclusive and high-performing workplace. • Support team leaders and coordinators to effectively lead their teams through coaching, mentoring and performance management.	• Improved workforce capability. • Positive staff engagement outcomes. • Strong leadership development and succession planning. • Employee performance objectives achieved.

	• Drive employee engagement, wellbeing and accountability. • Develop leadership capability and succession pathways across the Strong Culture team.	
Organisational Collaboration	• Lead collaboration across Strong Culture functions and foster productive partnerships across the organisation to deliver integrated outcomes, shared accountability and organisational success.	• Strong cross-functional collaboration across departments. Positive organisational outcomes.
Stakeholder Engagement & Partnership Leadership	• Build and maintain productive relationships with Bunurong Traditional Owners, government agencies, developers, consultants, researchers and community stakeholders. • Develop and maintain strategic partnerships with government agencies, land managers,	• Strong effective stakeholder relationships. • Positive Organisational reputation. • Productive partnership outcomes

	Traditional Owners and community outcomes across Bunurong Country. • Represent BLCAC in relevant forums, negotiations and strategic discussions. • Identify opportunities to strengthen partnerships and advance Bunurong interests.	
Financial Management & Business Performance	• Lead business planning, budgeting and resource allocation for the Strong Culture portfolio. • Monitor financial performance and ensure resources are utilised effectively. • Identify and pursue funding and business development opportunities. • Ensure contractual and funding obligations are met.	• Budgets achieved. • Funding obligations met. • Sustainable financial performance. • Effective resource utilisation.
• Governance, Compliance & Risk	• Ensure compliance with relevant legislation, policies, funding agreements and governance requirements. • Identify and manage organisational and portfolio risks. • Ensure accurate documentation, reporting and record management. • Promote best practice governance and continuous improvement.	• Compliance obligations met. • Risks identified and effectively managed. • Governance standards maintained. • Continuous improvement initiatives implemented.
• Accountability and Evaluation	• Prepare and present reports as required	• Accurate and timely reporting.

	• Implement and maintain monitoring and evaluation frameworks • Outcomes focused • Contribute to organisation-wide planning and decision-making as a member of the Senior Management Team.	• Evidence-based decision making. • Evaluation reports against outcome frameworks • Positive contribution to Senior Management Team outcomes. • Organisational objectives achieved.
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• Key Challenges • Leading a diverse multidisciplinary business unit with competing operational priorities, complex projects and statutory timeframes. • Navigating complex stakeholder relationships, differing expectations and sensitive cultural heritage matters while maintaining collaborative partnerships. • Driving organisational change, continuous improvement and innovation while maintaining staff engagement, wellbeing and cultural safety. • Maintaining compliance with evolving legislation, government policy and Registered Aboriginal Party obligations. • Supporting organisational growth while preserving Bunurong cultural values, governance and cultural integrity.	
Person Specification	
Qualifications and Experience	Personal Qualities and Attributes
• Aboriginality essential, Bunurong Nation, is highly desirable. • Relevant tertiary qualification in Archaeology, Cultural Heritage Management, Anthropology, Indigenous Studies, Business Management, Leadership or a related discipline, or equivalent demonstrated experience. • Demonstrated executive or senior management experience leading multidisciplinary teams and complex operational portfolios. • Extensive knowledge of the <i>Aboriginal Heritage Act 2006</i> (Vic), <i>Aboriginal Heritage Regulations 2018</i> and Registered Aboriginal Party functions. • Demonstrated experience leading strategic planning, operational execution, organisational improvement, business performance and multi-disciplinary teams. • Proven experience managing complex stakeholder relationships, negotiations and partnerships.	• Authentic, visible and values-based leader who inspires trust, accountability and collaboration. • Strategic thinker with the ability to translate vision into practical action and measurable outcomes. • Strong people leader committed to coaching, mentoring and developing high-performing teams. • Collaborative leader who builds strong relationships and creates alignment across diverse teams. • Confident decision-maker with sound judgement, resilience and emotional intelligence. • Highly developed communication, negotiation and influencing skills. • Demonstrated ability to lead through change, foster innovation and drive continuous improvement.

• Demonstrated financial management, budgeting and resource management experience. • Current Victorian Driver Licence, Working with Children Check and National Police Check.	• Strong commitment to Bunurong cultural values, cultural safety and respectful engagement with Traditional Owners. • High levels of integrity, professionalism and accountability.
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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	