

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:	Treaty Coordinator	Business Unit:	
Reports To:	Deputy CEO	Direct Reports:	Nil
Package:	\$104,750 - \$107,071		
Primary Objective:			
The Treaty Coordinator supports Bunurong Land Council Aboriginal Corporation's (BLCAC) participation in the Victorian Treaty process by coordinating community engagement, supporting organisational readiness and assisting with the delivery of Treaty-related projects and initiatives. Working closely with the Deputy CEO, the role coordinates engagement activities, maintains project documentation and records, supports stakeholder relationships, and contributes to the effective delivery of BLCAC's Treaty priorities.			
Key Responsibilities			
• Coordinate BLCAC's participation in the Victorian Treaty process and support the implementation of Treaty-related priorities. • Coordinate culturally appropriate community engagement activities to ensure Bunurong members and community are informed and able to participate in Treaty discussions. • Coordinate meetings, workshops, events and information sessions relating to Treaty initiatives. • Maintain Treaty project plans, records, resources and documentation to support organisational readiness. • Prepare reports, briefing papers, meeting papers, correspondence and other Treaty-related documentation.			

- Monitor developments in the Victorian Treaty process and provide updates to the Deputy CEO as required.
- Build and maintain productive working relationships with Treaty stakeholders, including the First Peoples' Assembly of Victoria, Treaty Authority, Self-Determination Fund and Traditional Owner organisations.
- Support the preparation of funding applications, reports and acquittals relating to Treaty initiatives.
- Coordinate communication and engagement activities with BLCAC's Reserved Seat Assembly Member.
- Provide project and administrative support to the Deputy CEO in delivering Treaty priorities.

Position Dimension & Decision Making Authority

Without Referral to Manager:

- Coordinate day-to-day Treaty projects and activities within approved work plans.
- Organise meetings, workshops and community engagement activities.
- Liaise with members and stakeholders on routine operational matters.
- Prepare routine reports, correspondence and project documentation.
- Maintain Treaty records and monitor project progress.
- Prioritise workload and escalate emerging issues as required.

Referred to Deputy CEO/CEO:

- Strategic Treaty priorities and organisational positions.
- Funding applications and significant financial commitments.
- Sensitive community or cultural matters.
- Media enquiries and external statements.
- Significant project risks or issues affecting organisational priorities.

Key Communication Contacts

Contact/ Organisation:

Purpose/Frequency of Contact:

Deputy CEO

Direction, reporting, project coordination and support.

CEO and Executive Team

Updates and information as required.

Bunurong Members and Community

Engagement, consultation and information sharing.

Government Agencies and External Stakeholders	Build relationships, network and liaise on Treaty-related projects and activities as delegated.
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Project Coordination and Readiness	• Coordinate Treaty-related projects and activities in line with BLCAC priorities. • Support organisational readiness for the Victorian Treaty process. • Assist with the implementation of Treaty work plans and initiatives.	• Treaty activities are delivered within agreed timeframes. • Project milestones and reporting requirements are met. • Treaty priorities are effectively coordinated.
Community Engagement	• Coordinate culturally appropriate community engagement and consultation activities. • Support communication of Treaty information to Bunurong members and community. • Collect and document community feedback to inform Treaty planning.	• Community engagement activities are delivered as scheduled. • Feedback is documented and shared appropriately. • Community participation is supported through accessible engagement opportunities.
Stakeholder Engagement	• Maintain positive working relationships with Treaty partners and key stakeholders. • Participate in meetings, forums and networking opportunities as delegated.	• Positive working relationships are maintained. • Stakeholder enquiries and requests are responded to in a timely manner. • Agreed actions arising from meetings are completed.

Administration, Reporting and Compliance	• Maintain accurate records, project documentation and reporting. • Prepare reports, meeting papers, correspondence and briefing material. • Ensure Treaty activities comply with organisational policies, cultural protocols and legislative requirements.	• Reports and documentation are accurate and submitted on time. • Records are maintained in accordance with organisational requirements. • Compliance obligations are met.
Project and Operational Support	• Support funding applications and reporting requirements relating to Treaty initiatives. • Provide operational support to the Deputy CEO in delivering Treaty initiatives and projects. • Contribute to continuous improvement of Treaty systems and processes.	• Funding and reporting requirements are completed within agreed timeframes. • Operational support is provided effectively. • Improvements to systems and processes are identified and implemented where appropriate.

Key Challenges

- Working within an evolving Treaty environment and responding to changing priorities.
- Coordinating community engagement while balancing diverse stakeholder expectations.
- Managing multiple projects and competing deadlines.
- Maintaining cultural integrity, confidentiality and organisational compliance.

Person Specification

Qualifications and Experience	Personal Qualities and Attributes
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• Aboriginality essential, Bunurong Nation – desirable • Demonstrated interest in and understanding of Aboriginal self-determination, with knowledge of the Victorian Treaty process, desirable. • Experience coordinating projects, programs or community engagement initiatives. • Demonstrated ability to build productive relationships with internal and external stakeholders. • Well-developed written and verbal communication skills, including preparing reports and correspondence. • Demonstrated organisational skills with the ability to manage competing priorities and meet deadlines. • Demonstrated ability to work respectfully with Aboriginal communities and an understanding of cultural protocols. • Relevant tertiary qualifications in Indigenous Studies, Public Policy, Community Development, Project Management or a related discipline (desirable). • Demonstrated proficiency in Microsoft Office applications. • Clear Working with Children Check, National Police History Check • Current VIC Drivers Licence	• Strong interpersonal skills and the ability to build trust and collaborative relationships. • Resilience and adaptability when managing ambiguity, change, or pressure. • Sound judgement and problem-solving skills. • Community-centred mindset, prioritising the voices and wellbeing of the Bunurong people. • Commitment to Aboriginal self-determination and respectful engagement with Bunurong community. • Discretion and professionalism, maintaining confidentiality and upholding organisational reputation
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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	

