



## **Position Description**

### **Kurrek (Country) Project Officer**

**Location:** Swan Hill

**Employment Type:** Permanent Full-Time

**Reports To:** General Manager – Kurrek

**Salary Band:** \$81,496 + super

#### **About WWAC**

Wamba Wemba Aboriginal Corporation (WWAC) proudly represents the Wamba Wemba Peoples, the Traditional Owners of Country spanning the Murray and Loddon River systems across north-western Victoria. As the Registered Aboriginal Party (RAP), WWAC holds statutory responsibilities under the Victorian Aboriginal Heritage Act 2006 to protect and manage cultural heritage.

WWAC is a growing organisation committed to strengthening cultural identity, protecting Country, and advancing self-determination. Our Strategic Plan identifies workforce development, community employment, and building organisational capability as key priorities. The Kurrek Project Officer supports these goals by coordinating field operations, strengthening partnerships, and helping deliver high-quality Country and Cultural Heritage programs across Wamba Wemba Country.

#### **Position Purpose**

The Kurrek Project Officer provides operational leadership and coordination for WWAC's Kurrek workforce. The role supports the General Manager – Kurrek with workforce planning, rostering and operational coordination across multiple programs and funding streams.

#### **Workforce Leadership**

- Assist and support to the Kurrek Yukal team and Cultural Heritage Field Workers.
- Assist in coordinating daily operations, field activities, training and work programs.
- Contribute to workforce planning, training and staff development.
- Promote a culturally safe and respectful workplace.
- Ensure compliance with Work Health & Safety and WWAC policies.



### **Projects and Partnerships**

- Develop and maintain relationships with external stakeholders including government agencies, land managers, councils, and contractors.
- Identify and pursue new work opportunities aligned with WWAC priorities.
- Represent WWAC in meetings, forums, site visits, and community engagement activities.

### **Grants and Project Delivery**

- Identify relevant funding opportunities.
- Assist with the preparation of grant applications and the delivery of program plans to align with budgets, WWAC Strategic Plans and project guidelines.
- Monitor project delivery, reporting, and compliance requirements.
- Maintain accurate records and documentation.

### **Why the Role Matters**

- Protect Country and Cultural Heritage
- Build and sustain employment and development pathways for Wamba Wemba people.
- Strengthen partnerships and secure sustainable work opportunities.
- Support delivery of the WWAC Strategic Plan/s for current and future generations.

### **Key Selection Criteria**

#### **Must Haves**

- Strong communication skills and ability to build trusted relationships.
- Ability to work in a team environment.
- Computer literacy including Word, Outlook and Excel.
- Current Drivers license.
- Commitment to caring for Country and protecting Cultural Heritage.
- Ability to work from the Swan Hill office
- Willingness to undergo Drug and Alcohol testing
- Ability to obtain and maintain
  - Police Check
  - Working with Children Check
  - First Aid/CPR
  - Construction Induction (White Card)

***Wamba Wemba and Aboriginal or Torres Strait Islander people are highly encouraged to apply.***