



Role Title:	Water Engagement Officer	Reports to:	Policy and Program Manager
Primary Location:	Flexible	Employment Type:	3 years fixed term
Hours:	Flexible up to full time	People Leader:	No
Line of Business:	On Country	Job Level:	Individual Contributor

People of Aboriginal or Torres Strait Islander heritage are encouraged to apply. Women are encouraged to apply.

Role Purpose: The Water Engagement Officer will coordinate and facilitate the Gunaikurnai Community to come together on Country to talk about Gunaikurnai water rights and cultural water objectives and to evaluate the cultural health of waterways and set priorities.

A major focus of the position will be to contribute to the development of a water management plan for the Mitchell River water rights owned by the Gunaikurnai informed by Gunaikurnai Community engagement.

The Water Engagement Officer will also assist coordinating Community and cultural events and provide administrative support to a Gunaikurnai Water Knowledge Holder Group and/or Gunaikurnai Community engagement on Country.

The position reports to the Policy and Programs Manager and will work collaboratively across teams to achieve the goals of GLaWAC's members. Cultural support and advice will be provided through the GLaWAC Water Team.

Role Accountabilities

Operational Delivery	<ul style="list-style-type: none"> • All activities to comply with GLaWAC's policies and procedures • Support a Gunaikurnai Water Knowledge Holder Group • Undertake on Country engagement activities • Administrative support and event management: <ul style="list-style-type: none"> ○ Co-ordinating invitations and meeting logistics, such as meeting venues, catering. ○ Developing and communicating agenda items, setting up and ensuring IT requirements are met, meeting papers are available, taking and distributing minutes ○ Co-ordinating all travel, meals, accommodation and remuneration arrangements • Ensure all tasks are performed with discretion, sound judgement and confidentiality
Community Engagement	<ul style="list-style-type: none"> • Engaging broader Gunaikurnai Community to share knowledge and outcomes • Engage Gunaikurnai Community in awareness of participatory opportunities • Assist in establishing a Gunaikurnai Water Knowledge Holder Group
OH&S	<ul style="list-style-type: none"> • Undertake all work and use of plant and equipment in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy • Reinforce a Safety-First Culture • Follow established OHS requirements • Report any incidents or concerns to managers and through provided reporting mechanism.

Specific Role Competencies

Essential	<ul style="list-style-type: none"> • Computer literacy • Communication and interpersonal skills • Knowledge of Gunaikurnai culture, values, aspirations and customs • Demonstrated knowledge of ability to communicate and engage sensitively and effectively with Traditional Owner communities and corporations, knowledge of the social and cultural issues they experience and a genuine appreciation and respect for Traditional Owner culture.
Highly Desirable	<ul style="list-style-type: none"> • Experience and understanding of the Gunaikurnai Community.

Core Capabilities

CAPABILITY	BEHAVIOUR
Understanding Business	<ul style="list-style-type: none"> • Understands what GLaWAC does and how this applies to their role



Collaboration & Stakeholder Management	<ul style="list-style-type: none"> • Ability to build and maintain strong relationships across GLaWAC and its members • Ability to work collaboratively with peers and other teams
Communication	<ul style="list-style-type: none"> • Good written and verbal communication skills • Active listening skills • Effectively manage differences of opinion and conflicts
Delivery Focus	<ul style="list-style-type: none"> • Always does what they say they will • Meets required deadlines • Prioritises workload to achieve results and has the courage to ask for help if needed • Demonstrates the resilience to keep moving forward when faced with business challenges
Manages Self	<ul style="list-style-type: none"> • Self-aware; knows personal strengths, weaknesses, opportunities and limits • Cool under pressure, does not become defensive • Open to and seeks feedback • Learns from mistakes

Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement)
- Current Victorian Manual Driver's License.
- All appointments are made subject to the candidate providing a current satisfactory National Police Certificate and obtaining a Working with Children Check.

Other role requirements

- Remote travel may be required

Key Relationships

Internal

- All Staff
- GM, On Country
- Policy and Program Manager
- Water Crew
- RAP Team
- Cultural Hub

External

- Gunaikurnai Community
- Catchment Management Authorities
- Water Corporations
- Peers in other Traditional Owner Corporations