



POSITION DESCRIPTION

Position:	Program Manager
Department & Funding:	Landscape, Energy, AWO, Cultural Fires
Report to:	General Manager
Award:	Award Free

COMPANY OVERVIEW

First People of the Millewa-Mallee Aboriginal Corporation is formed by the Latji Latji, Ngintait, and Nyeri Nyeri peoples as the Traditional Owners and Custodians of Country, and the appointed Registered Aboriginal Party (RAP) in relation to an area in North West Victoria, and holds functions and responsibilities under the Aboriginal Heritage Act 2006 (Vic).

FPMMAC is a Traditional Owner Corporation and established to advance the aspirations of First Peoples of the Millewa-Mallee Traditional Owners by managing their native title and cultural heritage rights and interests, and to be responsible for implementing aspects of any future settlement with the State of Victoria under the Traditional Owner Settlement Act 2010. The principal objectives of the corporation include among other things:

- To promote, protect and advance the rights, interests, and aspirations of Traditional Owners of the Millewa-Mallee.
- To act in the best interests of Traditional Owners of the Millewa-Mallee.
- To promote, protect and manage Aboriginal Cultural Heritage.
- To conduct the functions of a Registered Aboriginal Party under the Aboriginal Heritage Act 2006 (Vic).
- To advance the economic and social interests of the Corporation, Traditional Owners and members.

Our values are accountability, integrity, and respect underpin everything we do.

MAJOR FUNCTIONS:

The Program Manager position is responsible for overseeing a selected range of programs to lead and empower its teams to assist in building a more culturally aware and culturally safe organisation that understands Aboriginal connection to Country, Aboriginal cultural knowledge, and the essential role that Aboriginal people play in caring for Country and balances both men's and women's business on country.

DUTIES AND RESPONSIBILITIES:

The Program Manager will be responsible for:

Overseeing a small number of selected programs areas across the following range of programs; River Rangers, Women's Rangers, Ned's Corner, Maintenance, Seed, Nursery, Energy, Wildlife Officer, Education Liaison program, Aboriginal Water Officer, Cultural Fire, Engagement & Treaty.

Leading, mentoring and supporting their Team Leaders of each allocated program area in delivering milestone reporting and program funding objectives.



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Performing conservation and ecosystem management activities.

Assisting Traditional Custodians and Aboriginal communities in the recording of traditional and ecological knowledge.

Ensuring that general maintenance duties as they relate to each of your specified program areas are performed and up to date, such as maintaining machinery and equipment, and maintaining facilities.

Completing necessary administration and office duties including maintaining accurate records of work, time and leave sheets, and assisting in office work.

Educating relevant parties about the importance of native vegetation, conduct workshops, and engage in community outreach programs & stakeholder engagement.

Fulfilling required tasks on FPMMAC cultural heritage worksites and other activity required of a Registered Aboriginal Party (RAP) to protect and enhance cultural heritage sites.

Working cooperatively with partner organisations in the delivery of common programs.

Ensuring compliance with all WHS duties and responsibilities, including, policies, procedures, and practices, hazard and incident reporting, related to this role.

Representing FPMMAC in a professional manner during all activities with FPMMAC personnel, partnership organisations and other service providers.

Undertaking special projects/programs as required.

Any other duties as requested by the General Manager.

Provide management oversight and assist with the numerous on-ground land management tasks that relate to your selected range of program funding areas.

Providing leadership and direction to the team, by establishing goals, making decisions, answering questions and delegating tasks to ensure items stay on target.

Supporting team development through identifying and providing training, mentorship and coaching.

Managing performance of direct reports, by conducting performance appraisals, providing feedback and identifying areas for improvement, and monitoring progress through a performance improvement plan (PIP) where necessary.

Managing conflict and utilising conflict resolution skills to maintain a positive work environment.

Identifying, investigating and managing OHS hazards and incidents, and ensuring a safe working environment and safe systems of work are provided and maintained.

Additional Duties and Responsibilities under the Aboriginal Heritage Act

- Undertaking any required training, as required, for specific duties pertaining to FPMMAC's RAP operations under the Aboriginal Heritage Act 2006 (the Act).
- Assisting with the compliance of 24-hour stop orders, where there are reasonable grounds for believing that an act is harming or likely to harm Aboriginal cultural heritage and that Aboriginal cultural heritage cannot be properly protected unless a 24-hour stop order is issued.
- Supporting the service of improvement notices on a sponsor of a cultural heritage management plan or the holder of a cultural heritage permit where there has been a



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suspected contravention against the Act and the contravention is likely to be repeated.

- Aiding Aboriginal Victoria authorised officers in the investigation of non-compliance with the Act.
- Working with the State-wide Enforcement and Compliance Coordinator to obtain approvals for enforcement actions to ensure best practice and a consistent approach is employed in dealing with non-compliance matters.
- Providing information relevant for updating the Aboriginal Victoria Compliance and Enforcement Database when required.

JOB DIMENSIONS

The Program Managers job dimensions include:

- Reporting to the General Manager.
- Working in close liaison with all other FPMMAC departments outside their allocated funding program areas to ensure compliance with the Aboriginal Heritage Act.
- Building and maintaining partnerships with Traditional Owner groups and Aboriginal Victoria and liaising with Government Agencies (Australian and State Government), Regional Councils, Aboriginal communities, partners and technical experts.
- Undertaking all WHS responsibilities as they relate to this position.
- Intrastate travel to various locations where required.

JOB SPECIFICATIONS

The Program Manager will possess:

- Interest in the maintenance and development of natural reserves.
- Leadership skills and ability to empower and drive a team for success across the various program areas.
- A good understanding of mechanical equipment and various level of physical fitness and mobility for on-groundwork when required.
- Desire and willingness to enhance and respect the aspirations of the FPMMAC.
- Effective communication with team members, management, elders, external stakeholders and government bodies.
- Understanding of workplace safety practices as they relate to this position e.g. equipment operation, herbicide application.
- Computer literacy and an understanding of program funding reporting requirements.
- A current Driver's license.

PERFORMANCE MEASUREMENTS:

Key performance area will include (but is not limited to):

- Strong leadership capability and building high performing teams.
- Meeting program funding objectives.
- Improving departmental attendance rates.
- Ability to complete tasks set by the General Manager.



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- Respect for Indigenous culture and traditions.
- Adherence to WHS policies.
- Adherence to FPMMAC employee policies (including the code of conduct).