

Job Description

Job Title	Cultural Development Manager
Classification	SWCC Level 5 – Program Manager
Reports to	Operations Manager
Supervisory Responsibilities	Nil
Job Summary	<p>This position will work with the Executive Management to identify the needs and aspirations of the Aboriginal community in the South West leading to the development of a Reconciliation Action and Participation Plan. In collaboration with SWCC management develop specific culturally appropriate and tailored community projects and where required lead these projects through to implementation.</p> <p>The key performance areas against which the efficiency and effectiveness of the Cultural Development Manager are measured:</p> <ul style="list-style-type: none"> • Produce a Policy document for inclusion in the South West NRM Strategy outlining SWCC's role, function and key activities in respect to supporting Aboriginal NRM activity within the region. • Produce a Reconciliation Action Plan (RAP) that maps and integrates desired outcomes for those key physical community, economic and environmental priorities within the Strategic Plan. • Produce a Community and Aboriginal Participation Plan with needs analysis; developing geographic profile(s); and identify gaps/needs in community NRM and related services. • Produce a Strategic Planning and Reporting Framework to monitor the status and achievement of planned social, environmental, economic and governance objectives. • Develop and on ground program or other mechanisms to involve and build capacity among Aboriginal people in NRM. • Contribute to maintaining and improving the overall awareness of the Aboriginal community to SWCC initiatives through honest and open engagement with the community. • Assist in the region's consultation processes, targeting Aboriginal community and stakeholders with interest in NRM issues and public authorities with responsibility related to NRM.
Essential Duties	
1. Program / Project Management (60%)	<ol style="list-style-type: none"> 1.1. Identifies the NRM needs and aspirations of the Aboriginal community in the South West and create honest and open relationships within the community. 1.2. Develops a key Policy document outlining SWCC's role, function and key activities in respect to supporting Aboriginal NRM activity within the region. 1.3. Leads and works with executive management and the Board of Management to develop and implement a Reconciliation Action Plan.

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	<ul style="list-style-type: none"> 1.4. Facilitates and develops a Community and Aboriginal Land and Sea Participation Plan with timeframes and strategies to implement. 1.5. Develops a Strategic Planning and Reporting Framework to monitor the status and achievement of RAP and Participation Plan. 1.6. Develops a junior ranger programme or other mechanisms to involve and build capacity among Aboriginal people in understanding and managing their local environment. 1.7. Develops project management plans based on program funding submission including relevant communications, stakeholder engagement and monitoring and evaluation plans. 1.8. Implements project management plans to achieve the required outcomes and milestones, including undertaking the reporting requirements at multiple levels. 1.9. Ensures project delivery is undertaken in accordance with SWCC policy and procedures such as procurement procedures and project management methodology. 1.10. Supervises and administers external contracts with consultants and contractors as required.
2. Management of relevant regional stakeholder relationships (10%)	<ul style="list-style-type: none"> 2.1. Communicate to management and Board on Aboriginal strategy and associated policies. 2.2. Participates in relevant regional and state level forums related to the program theme. 2.3. Assists sub-regional groups to participate in regional NRM processes. 2.4. Represents SWCC at relevant seminars, conferences, workshops and similar, including providing presentations as required.
3. Review, development and implementation of relevant regional plans and strategies (10%)	<ul style="list-style-type: none"> 3.1. Assists in the development and review of organisational policies relating to Aboriginal engagement. 3.2. Assists in the review and updating of relevant regional NRM plans and strategies. 3.3. Implements project delivery in accordance with SWCC policy and procedures, and advises and contributes to the updating of policies and procedures when required. 3.4. Participates in the development of future investment plans and funding proposals.
4. Team work, communication and relationships (10%)	<ul style="list-style-type: none"> 4.1. Contributes to building a positive team spirit for the SWCC team as a whole by establishing and maintaining effective, supportive and cooperative working relationships. 4.2. Works with the Community Engagement Manager to assist SWCC staff with Aboriginal engagement to reflect current best practice. 4.3. Treats people with respect and courtesy and is objective and open to other's views. 4.4. Gives and welcomes feedback.

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5. Continuous Quality Improvement (10%)	5.1. Monitors own work to ensure quality, accuracy and thoroughness. 5.2. Displays a commitment to excellence by ensuring services provided are of a high quality and follow best practice. 5.3. Identifies, suggests and implements organisation improvement strategies 5.4. Uses feedback to modify approach or method to best fit the situation. 5.5. Pursues workplace, personal and professional improvement. 5.6. Is cost-conscious in the use of SWCC resources. 5.7. Follows SWCC policies and procedures. 5.8. Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work.
Qualifications, registrations or special skills required	
6. Essential Criteria	6.1. Experience working with Aboriginal Communities and joint venture/partnership or co-managed natural resource management projects. 6.2. Knowledge and understanding of Aboriginal culture and values, and specific issues facing Aboriginal people in the South West. 6.3. Tertiary qualifications in natural resource/environmental management or social science, and/or demonstrated extensive experience in the fields of natural resource/environmental management, including working with Aboriginal communities. 6.4. Experience in implementing formal project management methodologies and in managing consultants and contractors. 6.5. The ability to write high level strategic documents, and proficiency in use of Microsoft Office software. 6.6. Excellent communication, interpersonal, negotiation skills and facilitation skills, including the ability to engage with the community and to develop community capacity. 6.7. Proven ability to work collaboratively and co-operatively with a small team.
7. Other	The following requirements are assumed and will be confirmed at interview: 7.1. Australian Residency or eligibility to legally work in Australia 7.2. Current 'C' Class Driver's License
Work Environment and Physical Demands	
8.	This position is based in the SWCC Bunbury office.