

# Job Description

<b>Job Title</b>	<b>Cultural Development Manager</b>
<b>Classification</b>	SWCC Level 5 – Program Manager
<b>Reports to</b>	Operations Manager
<b>Supervisory Responsibilities</b>	Nil
<b>Job Summary</b>	<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"> <li>• 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.</li> <li>• 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.</li> <li>• Produce a Community and Aboriginal Participation Plan with needs analysis; developing geographic profile(s); and identify gaps/needs in community NRM and related services.</li> <li>• Produce a Strategic Planning and Reporting Framework to monitor the status and achievement of planned social, environmental, economic and governance objectives.</li> <li>• Develop and on ground program or other mechanisms to involve and build capacity among Aboriginal people in NRM.</li> <li>• Contribute to maintaining and improving the overall awareness of the Aboriginal community to SWCC initiatives through honest and open engagement with the community.</li> <li>• 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.</li> </ul>
<b>Essential Duties</b>	
<b>1. Program / Project Management (60%)</b>	<p>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.</p> <p>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.</p> <p>1.3. Leads and works with executive management and the Board of Management to develop and implement a Reconciliation Action Plan.</p>

## Job Description

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

# Job Description

<b>5. Continuous Quality Improvement (10%)</b>	<ul style="list-style-type: none"> <li>5.1. Monitors own work to ensure quality, accuracy and thoroughness.</li> <li>5.2. Displays a commitment to excellence by ensuring services provided are of a high quality and follow best practice.</li> <li>5.3. Identifies, suggests and implements organisation improvement strategies</li> <li>5.4. Uses feedback to modify approach or method to best fit the situation.</li> <li>5.5. Pursues workplace, personal and professional improvement.</li> <li>5.6. Is cost-conscious in the use of SWCC resources.</li> <li>5.7. Follows SWCC policies and procedures.</li> <li>5.8. Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work.</li> </ul>
<b>Qualifications, registrations or special skills required</b>	
<b>6. Essential Criteria</b>	<ul style="list-style-type: none"> <li>6.1. Experience working with Aboriginal Communities and joint venture/partnership or co-managed natural resource management projects.</li> <li>6.2. Knowledge and understanding of Aboriginal culture and values, and specific issues facing Aboriginal people in the South West.</li> <li>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.</li> <li>6.4. Experience in implementing formal project management methodologies and in managing consultants and contractors.</li> <li>6.5. The ability to write high level strategic documents, and proficiency in use of Microsoft Office software.</li> <li>6.6. Excellent communication, interpersonal, negotiation skills and facilitation skills, including the ability to engage with the community and to develop community capacity.</li> <li>6.7. Proven ability to work collaboratively and co-operatively with a small team.</li> </ul>
<b>7. Other</b>	<p>The following requirements are assumed and will be confirmed at interview:</p> <ul style="list-style-type: none"> <li>7.1. Australian Residency or eligibility to legally work in Australia</li> <li>7.2. Current 'C' Class Driver's License</li> </ul>
<b>Work Environment and Physical Demands</b>	
<b>8.</b>	<p>This position is based in the SWCC Bunbury office.</p>