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# Position Description

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Budj Bim Ranger

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Winda-Mara Aboriginal Corporation

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Winda-Mara Aboriginal Corporation (Winda-Mara) is a community controlled organisation located in South West Victoria with offices in Heywood and Hamilton. Winda-Mara was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a membership base of over 200 members.

Winda-Mara employs over 75 people and has a key focus to provide opportunities for Aboriginal and Torres Strait Islander people to participate and access culturally appropriate services. Winda-Mara believes that culturally appropriate services will ensure a balanced approach, by working with people, rather than for people will provide equality and self-determination. Winda-Mara provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland and surrounding areas over a number of programs: Land Management, Family Services, GP Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

*Our Vision: "That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria's far south-west to lead fuller lives".*

Our Vision will be achieved by focusing on four themes and these are:

*"People" "Organisation" "Country" "Culture"*

*"Mara" "Kooyoorn" "Meerang" "Culture"*

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Position: Budj Bim Ranger

Reports to: Land Management Manager

Classification: Horticulture Award 2010

Location: 21 Scott, Heywood, Victoria, 3304

Hours of Employment: 38 hours per week, Full Time

Enquiries to: Matt Butt, Land Management Manager, on 5527 0030 or [matthewbutt@windamara.com](mailto:matthewbutt@windamara.com)

Applications addressing the Key Selection Criteria to: Sherree Chaudhry, People and Culture Manager, PO Box 42, Heywood, Vic, 3304 or [sherreechaudhry@windamara.com](mailto:sherreechaudhry@windamara.com)

Applications close: Monday 2<sup>nd</sup> March 2020.

### Primary Purpose of Position

- The purpose of this position is to assist in maintaining the cultural and natural resource management of the Budj Bim Heritage landscape.

### Key Responsibilities

- Complete tasks that include development and construction of facilities, farming, pest control, protection of cultural sites, labour, fencing, tourism and others
- Actively provide support and assistance to Budj Bim Ranger Trainees in a positive and encouraging manner
- Conduct fauna and flora surveying management
- Provide advice to the team in planning of work programs
- Provide information to the public and visitors about the Budj Bim Heritage landscape, with ability to public speak
- Complete internal reports for unit and newsletter
- Attend meetings and workshops
- Actively contribute to the development and implementation of unit policies, procedures and forms
- Attend relevant training sessions and complete a certificate in Conservation and Land Management
- Other duties as required within the scope of this role and coordinated through the Land Management Manager.

## Key Selection Criteria

- Sound knowledge and understanding of local Aboriginal Culture, values, needs, issues and the ability to effectively communicate with Aboriginal community/people
- Demonstrated ability to support others positively
- Commitment to completing a certificate III or IV in Conservation and Land Management
- Ability to develop relationships with internal and external stakeholders
- Good written and verbal communication skills including the ability to prepare documentation and public speak
- Ability to work in a team environment
- Good knowledge of computers and Microsoft applications.

## General Terms of Employment

- All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct
- All employees agree to act in a safe manner to provide a safe working environment
- All employees agree to participate in an Annual Performance Review and any other review processes
- Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
- Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise
- Communicate constructively to other team members and/or company employees
- Be aware of and communicate to other employees' opportunities for improvement in processes, practices or procedures
- Actively work with and support other team members and/or employees to achieve organisation's goals.

## Conditions of Employment

- This position is an identified position with applicants being of Aboriginal and/or Torres Strait Islander descent under the 'Special Measures Act'
- Victorian Drivers Licence (manual or ability to obtain)
- Ability to obtain a National Police Check
- Ability to obtain a Working with Children Check
- Must undertake and pass a medical test prior to commencing in the role
- Ability to pass a DWELP Fire Fighter fitness test