



## POSITION DESCRIPTION

### **\*THIS POSITION IS IDENTIFIED FOR A SALTWATER TRADITIONAL OWNER OF THE GIRRINGUN REGION TUMRA\***

#### **PLEASE NOTE:**

**Being a Saltwater Traditional Owner from the Girringun Region TUMRA area is a genuine occupational qualification for this role under *Section 25 of the QLD Anti-Discrimination Act 1991*.**

To perform this role it is essential that the applicant have traditional sea country connections to the Girringun Region TUMRA; being a descendant of and identifying as a member of one of the following Saltwater Traditional Owner groups:

- Bandjin
- Djiru
- Girramay
- Gulnay
- Nywaigi
- Warrgamay

**POSITION TITLE:** Girringun TUMRA Coordinator

**POSITION LOCATION:** 235 Victoria Street, Cardwell, Queensland

**PERMANENT FULL-TIME:** 38 hours/week

**HOURLY RATE: \$28.85**

- The position is subject to a three (3) month probationary period and an annual performance review.
- The position is reliant on the availability of ongoing funding and organisational financial capacity.

Girringun Aboriginal Corporation (GAC) is a not-for-profit community based organisation:

**CORPORATE VISION:** *Strong Aboriginal people, strong Culture, strong Country*

**CORPORATE MISSION:** *To provide sustainable outcomes for the enhancement of social, cultural, spiritual, environmental and economic well-being for the benefit of Aboriginal people of the Girringun region through strong leadership, direction and strategic partnerships*

## BACKGROUND OF THE TUMRA:

The first Girringun Region “Traditional Use of Marine Resources Agreement” (TUMRA) was negotiated in 2005 by Saltwater Traditional Owners of the Girringun region to authorise traditional hunting of marine turtles and dugong within the Great Barrier Reef (GBR). The Girringun Region TUMRA is accredited by the Great Barrier Reef Marine Park Authority (GBRMPA) and supported by Queensland and Commonwealth management agencies which recognise Saltwater Traditional Owners’ interests in the Girringun region. Saltwater Traditional Owners of the Girringun Region TUMRA work in partnership with GBRMPA and the Department of National Parks, Sport and Racing (NPSR) to support management of traditional hunting, traditional owner-led sea country management, promote understanding of traditional hunting and sea country connections and issues in the wider community and within the region.

## POSITION SUMMARY:

Under the supervision of the Girringun Executive Officer, the role of TUMRA Coordinator will undertake and be responsible for implementing the Girringun Region TUMRA Program. The TUMRA Coordinator will supervise and manage the TUMRA Support Officer and implement the operation, management and maintenance of the TUMRA across Girringun Saltwater country. This position has a strong focus on communication, education, awareness and the delivery of on-country meetings, workshops and activities, with and at the advice of the six saltwater traditional owner groups that collectively form the Girringun Region TUMRA. This position will support TUMRA initiatives in accordance with GAC operational and TUMRA Implementation Plan.

## POSITION INTERACTIONS:

Internal Relationships	External Relationships
<b>Reports to:</b> Girringun Executive Officer	<b>Engages with:</b> GAC Members, GAC programs & staff, Registered Native Title Prescribed Bodies Corporate (PBC’s/RNTBC’s) representatives; GAC partner agencies, organisations and general public
<b>Supports:</b> Girringun TUMRA Program (including TUMRA Support Officer), TUMRA Steering Committee, , Girringun Sea Country Management, Girringun Aboriginal Rangers & Girringun Indigenous Protected Areas	<b>Provides reports:</b> Great Barrier Reef Marine Park Authority (GBRMPA), Executive Officer, TUMRA Steering Committee, GAC Program Managers & GAC Board

## KEY RESPONSIBILITIES & DUTIES:

The TUMRA Coordinator will be responsible for the Girringun Traditional Use of Marine Resources Agreement, including its operation, management and maintenance across Girringun Saltwater country. The Coordinator is required to:

- Develop and maintain an awareness of the TUMRA and Traditional Owner priorities for sea country while upholding cultural protocols and assist in integrating service delivery between Traditional Owners and Government partners.
- Liaise with stakeholders such as the broader Aboriginal and Torres Strait Islander community; key organisations, local, state and federal governments; relevant industry sectors and schools to create additional partnerships under the TUMRA.

- Supervise and manage the TUMRA Support Officer in assisting with implementation of the TUMRA, including capacity building and identifying training needs for the TUMRA Support Officer.
- Organise TUMRA Steering Committee meetings (at least quarterly) in collaboration with Steering Committee members and relevant Government partners.
- Develop, implement and maintain culturally appropriate communication strategies to educate communities and the public about the Giringun TUMRA, its content, including any traditional hunting rules and authorisation systems as identified in the TUMRA Communication Strategy.
- Communicate with Traditional Owners represented by the TUMRA about the TUMRA, its implementation and operation.
- Work with and support the TUMRA Steering Committee, GAC EO and all GAC programs to coordinate delivery of the TUMRA Implementation Plan and to identify appropriate sea country activities as part of their annual work plan, including training needs.
- Prepare correspondence, briefing notes, meeting minutes, reports and other documents necessary to implement the TUMRA on behalf of the Traditional Owners.
- Support the development of community capacity by providing advice and support to Aboriginal communities and organisations to assist implementation of the TUMRA including the development of on-country cultural activities in conjunction with and at the advice of Traditional Owners.
- Set up, monitor, document and report on the progress and outcomes of TUMRA implementation to the Traditional Owner group/s, TUMRA Steering Committee and its partnering agencies. This includes monitoring and tracking the TUMRA implementation budget.
- In accordance with the TUMRA implementation plan, establish networks and partnerships with scientists and relevant organisations to establish appropriate research and monitoring of key marine species and their habitats in the TUMRA area.

**KEY CAPABILITIES:**

- High level understanding of sea country management in a changing environment.
- High level communication and interpersonal skills, relates well to people at all levels, uses diplomacy and tact, uses sound judgement on sensitive and confidential issues, and builds constructive and effective relationships.
- Finds common ground quickly and fosters communication between parties to negotiate successful agreements and outcomes.
- Establishes and maintains effective and responsive relationships with key stakeholders, both internally and externally.
- Achieves results. Monitors and reviews tasks for efficient workflow, including priority setting.
- Applies functional and technical knowledge and understanding of contemporary sea country management issues including upholding cultural protocols.
- Applies confidentiality in the workplace, both operationally and culturally.

**MANDATORY REQUIREMENTS/SPECIAL CONDITIONS:**

- Current Manual Driver's Licence.
- Eligible to successfully apply for a Blue Card.

**ADDITIONAL INFORMATION:**

- Applications will remain current for 12 months and may be considered for other vacancies as they become available (full time or part time).
- Travel will be a requirement of this position.
- Out of hours and weekend work will be required.

**HOW TO APPLY:**

To apply for this position, you will need to submit:

- An application that responds to the “Selection Criteria” by providing a short summary to each question of how your skills and experience are best suited to the role of this position (three pages maximum).
- Your current Resume/CV

**Applications can be submitted in person at the Girringun Aboriginal Corporation office or emailed to the Administration Assistant on the details below:**

**Contact:** Melody Caldwell

**Email:** [finance3@girringun.com.au](mailto:finance3@girringun.com.au)

**Address:** 235 Victoria Street, Cardwell QLD 4849

**Phone:** (07) 40668 300

**\*CLOSING DATE: 5PM MONDAY 5<sup>th</sup> MARCH 2018\***

**SELECTION CRITERIA: Girringun TUMRA Coordinator Position**

***Please provide examples of when you have demonstrated the following skills, knowledge and experience when responding to each of the following selection criteria (maximum three pages):***

1. Demonstrated ability to communicate with Traditional Owners in a culturally appropriate and respectful manner.

2. Ability to effectively apply highly developed written and verbal communication skills in a professional environment with an ability to use a range of computer programs and software, such as Microsoft Office Suite; including, Word, Outlook, PowerPoint, Publisher and Excel.

3. Ability to organise work, maintain accurate records, manage time, determine priorities and meet deadlines.
  
4. Ability to work independently and flexibly, as well as cooperatively within a team.
  
5. Demonstrated knowledge of Giringun Aboriginal Corporation and its operations.

***Thank you for your interest in this position with Giringun Aboriginal Corporation***