



Yorta Yorta Traditional Owner Land Management Board (YYTOLMB) is seeking an experienced Senior Administration & Implementation Officer.

**This is an “Indigenous Only” role under Special Measures[PG1] of the *Equal Opportunity Act 2010 Section 12.***

The Yorta Yorta Traditional Owner Land Management Board was established in 2013 under the powers of 82B of the *Conservation, Forest and Lands Act 1987* (Vic) and in accordance with a Traditional Owner Land Management Agreement signed in 2010 between the State of Victoria and YYNAC. The Board consists of 7 Board Members who are Yorta Yorta People. The primary role of the Board is to *‘enable the knowledge and culture of the Yorta Yorta People to be recognised and incorporated into the management of BNP’* and to honour the Agreement signed between Yorta Yorta Nation Aboriginal Corporation (YYNAC) and the State of Victoria and report to the Minister on the implementation of the Joint Management Plan (JMP) BNP.

The Senior Administration & Implementation Support Officer (SAISO) position will be employed within a Service Level Agreement between the YYTOLMB and YYNAC. The SAISO position will provide the Board with high-level secretariat and administrative support and assist the Executive Officer (EO) to manage the day to day operations of the Board. In addition, the role will assist in managing the relationship between all partners in the Implementation of the Joint Management Plan for BNP. The successful applicant will be working in a dynamic and complex legislative and natural resource management environment.

We are seeking a professional candidate that meets the following Key Selection Criteria:

- Respect for Yorta Yorta people, knowledge and customs and an ability to communicate effectively with Aboriginal people and handle issues in a sensitive manner.
- Relevant experience or knowledge operating under environmental and natural resource management principles in an Aboriginal cultural context.
- Ability to navigate and negotiate complex issues in a dynamic legislative in a sensitive and confidential manner.
- Capable of working in a team environment under limited supervision, self-motivated and a self-starter including time management skills.
- Experience in using Microsoft Office (Word, Excel, Outlook, PPT) to efficiently generate a range of professional documents and manage electronic and multimedia communications.
- Current Australian Driver’s licence.
- Able to provide a satisfactory police check.
- A certificate III or IV in administration or more than 2 years’ experience in a reception/admin-based role is advantageous.
- Previous work within a similar Aboriginal Organisation.
- Personal qualities of integrity, loyalty, trustworthiness and absolute discretion.

**HOW TO APPLY:**

Please respond to the above Key Selection Criteria giving relevant examples and demonstrated experience in a concise format. Applications are made by supplying your:

- Covering Letter
- Resume and,
- Responses to address the Key Selection Criteria. Limited to four pages.

For all enquiries in relation to this position please email

Mr. Damian Morgan-Bulled, Yorta Yorta Traditional Owner Land Management Board, Executive Officer at [yytolmbeo@yynac.com.au](mailto:yytolmbeo@yynac.com.au) or phone enquiries on (03) 5832 0222.