

POSITION DESCRIPTION

POSITION DETAILS:

Position Title:	Administration Support Officer
Award:	<i>Clerks Private Sector Award 2010 (MA 000002) L5</i>
Equal Opportunity ACT Vic Compliance:	This is an "Indigenous Only" role under Special Measures of the <i>Equal Opportunity Act 2010 (Vic) Section 12</i> .
Salary Range:	<i>\$55,000 to \$65,000 pa</i>
Work Location:	Yenbena, 2-8 Schier Street, Barmah and elsewhere as reasonable required
Tenure:	Full-time (5 days per week) Fixed term contract expiring 30 June 2028
Further Information:	Sonia Cooper Executive Officer Yorta Yorta TOLMB yytolmbeo@yynac.com.au
Telephone Number:	(03) 5832 0222
Reporting To:	Executive Officer Yorta Yorta Traditional Owner Land Management Board

Our Vision:

To create a healthy Barmah National Park (the Park) by recognising, respecting, and incorporating Yorta Yorta cultures and traditions, for the benefit and enjoyment of all people.

Background:

The Park in north-central Victoria was proclaimed on 29 June 2010, following a recommendation to the Victorian State Government by the Victorian Environmental Assessment Council. The Park covers 28,505 hectares of floodplain forests and wetlands along the southern bank of Dhungala (the "big waters", known more widely as the Murray River). It extends between the towns of Barmah and Tocumwal, approximately 220 kilometres north of Melbourne.

The BNP is on the traditional Country of the Yorta Yorta People, who are formally recognised by the Victorian Government as the Traditional Owner Group, Yorta Yorta Nation Aboriginal Corporation (YYNAC), based on traditional and cultural associations with the land. YYNAC is recognised as the Traditional Owner Group Entity for the Yorta Yorta People.



The Yorta Yorta Traditional Owner Land Management Board (the Board) was established in 2013 under the powers of 82B of the *Conservation, Forest and Lands Act 1987* (Vic) and in accordance with a Yorta Yorta Traditional Owner Land Management Agreement signed 2010 between the State of Victoria and YYNAC. The Board consists currently of 9 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 the Park'* and to honour the Agreement signed between YYNAC and the State of Victoria and report to the Minister on the implementation of the Joint Management Plan (JMP) for the Park.

POSITION SCOPE:

The position is employed through YYNAC for administrative purposes; however, the role operates under the direction, supervision, and accountability of the YORTOLMB. The ASO position will provide the Board with high-level secretariat and administrative support and assist the Executive Officer (EO) and Board to manage the day-to-day operations. The person will be working in a dynamic and complex legislative and natural resource management environment. The objectives and expected contents of the role are set out in the key objectives of the position listed below:

POSITION OBJECTIVES:

- To support the implementation of the JMP for the Park, recognising and incorporating the knowledge and culture of the Yorta Yorta People. Key components include:
 - Provide a high level of administrative and executive support to the EO, in a professional and timely manner.
 - Maintain an appointment calendar for the EO and assist in resolving booking conflicts and assist EO in preparing documents and information for meetings.
 - Sound comprehension of budgetary requirements, when dealing with financial correspondence such as purchases and invoicing.
 - Assist EO with accounts payable and other tasks as required.
 - Preparing, editing, and tracking correspondence as required.
 - Organising Notices of meetings for Board, Sub-committee and any other meeting as required.
 - Maintain the Board diary of meetings and event, in consultation with EO prepare Board documents and papers one week in advance to reflect agenda items and matters, in preparedness of Board meetings and sub-committee meetings.
 - In consultation with the EO, compile and appropriately record minutes from Board and sub-committee meetings monthly - ensuring that, when necessary; outstanding items are carried forward to next Agenda.
 - Organise Catering as required ensuring dietary requirements are met.
 - Booking and coordinating travel arrangements for Board, EO and guests.
 - Multimedia maintenance including social media and website as required.
 - Run reasonable errands as requested.
 - Always maintain a high level of confidentiality.
 - Other duties as specified

KNOWLEDGE, EXPERIENCE & QUALIFICATIONS:

- Sound knowledge and understanding of Yorta Yorta culture and the cultural diversity of First Nations Peoples.
- Identifies as and is accepted as a First Nations person within the community.
- Experience working in executive support positions, and ability to cope working in a busy work environment
- Experience working in executive support positions, with the ability to operate effectively in a busy work environment.
- High use of initiative, with the ability to make sound and appropriate decisions without immediate direction.
- Highly developed computing skills and sound working knowledge of Microsoft Office applications.
- Proven ability to work efficiently under pressure by prioritising tasks, using initiative and being well organised.
- An ability to communicate effectively with a broad range of cultures, including that of First Nations People.
- Ability to work in a dynamic environment and multi-task as required.
- Significant relevant experience or knowledge operating under environmental and natural resource management principles in an First Nations cultural context.
- Experience in developing and maintaining governance, operational policies and procedures and organisational management documents within the context of statutory authorities or not-for-profit sector.
- Experience preparing written communication including complex briefs, letters, emails, and reports.
- Experience in leadership and management skills.
- Experience in working with cultural protocols and principles in an Aboriginal community and not for profit environment.

KEY SELECTION CRITERIA:

- Respect for Yorta Yorta People, knowledge and customs, and the ability to communicate effectively with First Nations peoples and manage issues in a culturally sensitive manner.
- Relevant experience or knowledge of environmental and natural resource management principles within a First Nations cultural context.
- Ability to navigate and negotiate complex issues within a dynamic legislative environment while maintaining sensitivity and confidentiality.
- Demonstrated ability to work effectively in a team environment with limited supervision, while showing initiative, self-motivation and sound 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 First Nations and Traditional Owner Organisation.



- Personal qualities of integrity, loyalty, trustworthiness and absolute discretion.

COMPLIANCE INFORMATION:

- *This is an “Indigenous Only” role under Special Measures of the Equal Opportunity Act 2010 Section 12.*
- Must maintain a commitment to equal opportunity and occupational health and safety principles and practices.
- You will need to disclose any pre-existing illness or injury you know about which could be affected by the described work duties. Under section 82 (7) of the *Accident Compensation Act (Vic)*, failure to disclose such a pre-existing illness or injury will mean that, if employed, you will not be paid compensation for that condition.

PRIVACY NOTIFICATION:

YYNAC and the Board will require declarations and personal information relevant to your employment. The collection and handling of information will be consistent with the requirements of the *Information Privacy Act 2000*.

HOW TO APPLY:

Please respond to the 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 (Limit to 4 pages only).

For all enquiries in relation to this position please email Ms Sonia Cooper, Yorta Yorta Traditional Owner Land Management Board, Executive Officer at yytolmbeo@yynac.com.au or phone enquiries on (03) 5832 0222.