

YORTA YORTA NATION ABORIGINAL CORPORATION POSITION DESCRIPTION

POSITION TITLE:	Climate Change Action and Renewable Energy Support Officer
REPORTS TO:	Business Manager Climate Change and Renewable Energy
EMPLOYMENT TYPE:	Full-Time, Fixed Term (12 months)
DIRECT REPORTS:	Nil
AWARD:	Miscellaneous Award
PRIMARY LOCATION:	Shepparton and Barmah
DATE/REVISION DATE:	April 2026/April 2027

POSITION SCOPE:

The Climate Change Action and Renewable Energy Support Officer will be responsible for assisting the Climate Change Action and Renewable Energy Business Manager in multiple tasks and projects.

ORGANISATIONAL CONTEXT:

Yorta Yorta Nation Aboriginal Corporation (YYNAC) is firmly committed to be part of and leading the transition from a reliance on fossil fuels to low carbon renewable energy sources. It will enhance our efforts to make our growing organisation reach our energy goals. Climate change and renewable energy are one of the greatest threats to our Country and culture.

This role will provide an important "bridge" and act as a connector between industry and practical, on-ground community empowerment.

ORGANISATIONAL VISION:

'Learning from the past to build on Yorta Yorta's future'

ORGANISATIONAL VALUES:

- **Professional Integrity**
We treat all our people with dignity and respect
- **Quality**
We will always strive to do our best and improve the way we do things
- **Responsibility**
We commit to the actions we take to achieve the best possible outcome for our people.

KEY ACCOUNTABILITIES/RESPONSIBILITIES

This role is responsible for, but not limited to, the following accountabilities in line with the organisation's strategic plan. Accountabilities may change at any time, subject to business needs.

Working closely with the Business Manager, the Climate Change Action and Renewable Energy Support Officer will:

- Contribute to the development and implementation of the YYNAC Climate Change and Renewable Energy Policy
- Assist with updates to the YYNAC Renewable Energy Strategy by coordinating community engagement sessions and feedback
- Coordinate local community engagement activities, ensuring project tasks respect Yorta Yorta cultural protocols and support self-determination.
- Research and document new developments and opportunities in clean energy
- Provide on-the-ground support for YYNAC community engagement initiatives and attend local community events.
- Serve as a dependable point of contact for routine enquiries from community members, staff, and external stakeholders.
- Prepare simple and engaging content for digital platforms, social media, and printed flyers.
- Provide practical administrative support for meetings and events, including booking venues, setting up rooms, and preparing participant materials.
- Carry out general administration tasks and operational support duties as directed by the Business Manager.
- Undertake training programs that would improve your understanding of issues and prepare yourself and YYNAC to respond to those issues.

All YYNAC Staff are expected to:

- Understand and comply with all relevant policies and procedures as may be amended from time to time.
- Perform all accountabilities in an efficient and proactive manner to deliver quality outcomes.
- Contribute as an effective team member to complete all tasks within your skills level, including assisting team members.
- Proactively raise any health and safety issues with management as may be identified from time to time.

PERSON SPECIFICATION

The appointee should possess the following skills, abilities, and experience:

Essential:

- Demonstrated interest, knowledge and experience working with First Nation Groups on Climate and Renewable Energy regarding future change Risk, Mitigation and Adaption for future.
- A proven knowledge and understanding of Yorta Yorta Nation, culture and practice.
- Demonstrated good written communication skills, and the ability to work with people with different views and priorities.

- Proven ability to draft clear, straightforward content and help present technical information in an accessible way.
- Ability to achieve results through self-motivation and adapting to changing needs.
- A demonstrated understanding or appreciation of traditional values and culture.

Desirable:

- Ability to undertake field work.
- Must be punctual, self-motivate, organised and efficient.
- Competency in everyday workplace technology, including standard Microsoft Office applications (Word, Excel, Outlook, Teams) and basic database entry.
- Demonstrated ability to work cooperatively and effectively as part of a team.
- Current Full Australian State Drivers License.

KEY SELECTION CRITERIA:

Qualifications & Experience:

- Be a person who identifies and is recognised as Yorta Yorta Person (preferred).
- Demonstrable previous experience in a Coordination or Engagement role.

****Please Note: Significant relevant work experience in an Aboriginal Community Controlled Organisation (ACCO) will be considered in lieu of formal qualifications.*

Desirable

- Knowledge of the Yorta Yorta Whole-of-Country Plan 2021–2030.

OTHER RELEVANT INFORMATION:

- Commitment to equal opportunity principles and occupational health and safety requirements.
- Treat all confidential information in line with Yorta Yorta Nation Aboriginal Corporation (YYNAC)
- All positions with YYNAC require a negative Drug and Alcohol Test, Police Check and Working with Childrens Check to be submitted prior to commencement of employment.
- Disclosure of any pre-existing illness or injury which could be affected by the position duties.

MORE ABOUT THE CORPORATION:

YYNAC was formed in 1998 to represent the rights and interests of the Yorta Yorta Nation and its members. Integral to acquiring these rights was the appointment of YYNAC as a RAP with defined legislative functions in 2007, following commencement of the Aboriginal Heritage Act 2006 (Vic) and the subsequent signing in 2010 of the YYNAC Co-Management Agreement with the State of Victoria.

YYNAC is governed by a Board of Directors of 7 Yorta Yorta People elected at the YYNAC Annual Meetings. The YYNAC membership is by connection to Yorta Yorta Apical Ancestors who are represented through 16 Family Groups. The Yorta Yorta Council of Elders (COE) comprises membership from the 16 Family Groups and are responsible for protecting and promoting the interests of Yorta Yorta Nation. The COE has responsibility for decision making on applications for activities proposed on our

Country. They are the Knowledge Keepers for our tangible and intangible heritage and culture, including with respect to the return of our Ancestral Remains and cultural objects on behalf of the Yorta Yorta Nation.

Yorta Yorta traditional Country covers a wide area in New South Wales and Victoria and is subject respectively to state and commonwealth legislative processes, including the Victorian Aboriginal Heritage Act 2006 (the Act).

The role of YYNAC includes to protect and manage the cultural rights and interests, support and advancement of the aspirations of Yorta Yorta People as outlined in the Yorta Yorta Whole of Country Plan 2021-2030 and YYNAC Strategic Plan.

This is an “Indigenous Only” role under Special Measures of the EEO Act 2010 Section 12.

