

## Expression of Interest

<b>Reference Number:</b>	<b>166 DES-EANI</b>
<b>Position Number:</b>	734887
<b>Position Title:</b>	Principal Project Officer - Indigenous Identified
<b>Business Unit/Division:</b>	World Heritage Connections Wet Tropics Management Authority Department of Environment and Science
<b>Location:</b>	Cairns
<b>Classification:</b>	AO6
<b>Duration of Vacancy:</b>	Temporary full-time from 3 June 2019 until 29 May 2020
<b>Reason for Vacancy:</b>	This short-term temporary placement (12 months or less) is available as a developmental opportunity.
<b>The person we are looking for:</b>	<p>Within the context of the role overview and responsibilities, the ideal applicant will be someone who:</p> <ul style="list-style-type: none"><li>• <i>Focuses on customers</i> - demonstrates ability to communicate appropriately with Aboriginal people and the community. Has a practical understanding of Aboriginal tradition, cooperative management principles and community contributions to Wet Tropics World Heritage Area management.</li><li>• <i>Focuses on performance</i> - demonstrates experience in strategic program management, includes leading teams, planning and managing resources to deliver results and report on outcomes.</li><li>• <i>Manages internal and external relationships</i> - demonstrates high level communication, negotiation and influencing skills and the ability to interact with officers at all levels of Government and a wide variety of non-government organisations.</li><li>• <i>Supports others' capability development</i> - demonstrates leadership and management skills to coach, mentor and provide advice to staff and to bring out the best in them to deliver outcomes.</li><li>• <i>Displays rigour in analysis</i> - demonstrates high level written communication, analysis and research skills.</li><li>• <i>Applies specialist knowledge and skills</i> - demonstrates understanding of native title, cultural heritage, education, collaborative governance and/or protected area management.</li></ul>
<b>Closing Date:</b>	5 pm, Wednesday, 22 <sup>nd</sup> May 2019.
<b>Enquiries To:</b>	Rebecca Lagerroth Manager Ph 07 4241 0509

*If you are interested in any of the position/s above, please call the nominated person to obtain full details of the position and application process.*

*Relieving expenses, in accordance with the Domestic Travelling and Relieving Directive, may apply to this role. You should discuss this with the contact person prior to submitting an EOI.*

### **Role overview**

The Principal Project Officer (A06) is part of the World Heritage Connections team, dedicated to working with Rainforest Aboriginal People and the community to manage and promote the Wet Tropics World Heritage Area. The position will provide leadership, advice and direction to successfully achieve the Authority's strategies related to supporting Rainforest Aboriginal People and involving the community in the management of the World Heritage Area. The Principal Project Officer - Indigenous Identified will help to strengthen and maintain the Authority's relationships with Rainforest Aboriginal People, the community and relevant government agencies, this includes supporting statutory and non-statutory advisory committees. The position will also identify and resolve issues, undertake research and analysis, prepare briefs and reports, and plan and report on activities.

The Principal Project Officer - Indigenous Identified position is responsible for the day to day supervision of a small Cairns based team and ensuring that the services or deliverables of the team are coordinated, managed and monitored effectively. The position will work closely with the manager of World Heritage Connections to ensure there is effective two way communication and that any issues relating to service delivery or team performance are raised and addressed.

The Principal Project Officer will undertake travel in the region to attend meetings, workshops and events with Rainforest Aboriginal People, the community and relevant government agencies.

### **Responsibilities**

Specific responsibilities of the Principal Project Officer - Indigenous Identified (A06) are outlines as follows:

- manage team performance, budgets and resources to deliver outcomes for the Authority's strategies, includes initial planning, delivery, monitoring and reporting on projects.
- develop and implement policies, procedures and strategies to improve the involvement of Rainforest Aboriginal people and the community in the management of the Wet Tropics World Heritage Area.
- research, analyse data, write and edit correspondence and prepare briefs, submissions and reports.
- provide advice to senior management on issues and solutions relating to service delivery or team performance.
- prepare presentations, oral and written reports to educate and build capacity of Rainforest Aboriginal People and the community.
- initiate, lead and facilitate internal training and information sharing to strengthen cultural capability.
- review the quality and accessibility of publicly available program information and recommend improvements.
- consult Rainforest Aboriginal People, the community and relevant government agencies to discuss how program and service functions, business practices and related processes can be improved while maintaining ongoing business relationships.
- resolve or assist in the resolution of conflicts within and between projects or functional areas.

In addition, all employees are accountable for complying with health and safety policies and procedures, incident and hazard reporting, and safe work practices and actively participating in relevant training and review of activities such as risk assessments.

### **Mandatory requirements**

#### **Identified role**

This role is designated as Indigenous Identified. Under s 25 of the [Anti-Discrimination Act 1991 \(Qld\)](#), it is a genuine occupational requirement for the incumbent to be an Aboriginal and/or Torres Strait Islander person.

#### **Qualifications**

While no formal educational qualifications are required, relevant qualifications will be highly regarded.

#### **Licences**

You must have a current driver's licence and be prepared to obtain a manual licence if required.

#### **Citizenship/visa**

To be appointed to a permanent position, you must be an Australian citizen, have permanent residency status, or a visa permitting you to work in Australia permanently. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.

#### **How to apply**

Please provide a brief application to a maximum of two pages addressing the responsibilities (i.e. abilities, aptitude, skills, knowledge, experience and personal qualities sought) and a current resume to [Rebecca.Lagerroth@wtma.qld.gov.au](mailto:Rebecca.Lagerroth@wtma.qld.gov.au)

**Applications are to be marked "EOI Private and Confidential"**