



Position Description

RSA Implementation Officer

Directorate	Corporate – RSA Implementation
Reports to	RSA Implementation Coordinator
Location	Bogambilor (Horsham Office) with flexible working arrangements
Classification	Project Support Officer
Hours	38 hours per week (1.0 FTE) – 2 year Contract
Remuneration	\$80,000 - 92,000 p.a plus statutory (SGC) superannuation.
Date position description approved	13/01/2025

This position is an Aboriginal and/or Torres Strait Islander Designated Position, classified under ‘special measures’ of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Organisation overview

The Barengi Gadjin Land Council Aboriginal Corporation (BGLC) represents Traditional Owners from the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk Nations (WJJWJ Peoples), who were recognised in a 2005 Native Title Consent Determination, the first in south-eastern Australia.

We are the Prescribed Body Corporate for the WJJWJ Peoples claim area, as outlined in the Commonwealth *Native Title Act 1993* (NTA 1993), giving us legal authority and obligations to work on behalf of the WJJWJ Traditional Owners.

BGLC is also a Registered Aboriginal Party, as appointed by the Victorian Aboriginal Heritage Council, under the Victorian *Aboriginal Heritage Act 2006* (AHA 2006).

In October 2022 BGLC, on behalf of the WJJWJ Peoples, entered into four Funding, Land and Natural Resource Agreements with the State of Victoria as part of an Expanded Settlement Package, recognising and giving effect to their Traditional Owner rights under the Victorian *Traditional Owner Settlement Act 2010* (TOSA 2010).

BGLC is therefore recognised both federally and by the State of Victoria as the only authorised body in the region with the legal and cultural authority to speak, and make decisions, on behalf of the WJJWJ Peoples to protect, manage and promote their cultural landscapes, values and heritage.



Caring for Country

We are part of our Country, and our Country is part of us. Bunjil the creator, made the land, waterholes, animals and plants and gave Wotjobaluk Peoples the responsibility to look after Country and culture and keep it healthy and strong. Country heals us to our dreaming stories, to our ancestors and spirits.

Position summary

The Recognition and Settlement Agreement (RSA) Implementation Officer will support the coordination of all activities relating to the implementation of the WJJWJ RSA. The position will contribute to the RSA Implementation Team with:

- Administrative support managing calendars, invitations, and secretariat duties for internal and external meetings;
- Compiling information and briefings for members, partners, and the BGLC Board;
- Organising events, information sessions, and meetings with members and external partners and stakeholders;
- Providing general support to the RSA Implementation Team as required.

Area & Performance Responsibilities

Project support

- Support all aspects of WJJWJ RSA Implementation including:
 - Administration support and calendar management;
 - Supporting stakeholder relationships, attending meetings and providing secretariat support;
 - Assisting with all aspects of project management and coordination of RSA-related tasks;
 - Providing policy support, including the preparation and review of policies, strategies, plans and board/executive briefings and papers;
 - Planning, facilitating, and organising events.

Partner and Stakeholder Management

- Support relationships between BGLC and State and Local Government, and other partners to enable RSA Implementation;
- Support the alignment of RSA Implementation with the Country Plan, Strategic Plan, Operational Plan and all relevant overarching objectives of WJJWJ Traditional Owners.



Other duties

- May include additional general duties to support BGLC as required.

Delegation

- As per the Delegation of Authority.

Key Selection Criteria

Essential

- Experience in providing project management, administrative or secretariat support including using Outlook, and Microsoft Office 365 (Word, Excel, PowerPoint, MS Teams);
- Experience supporting relationship and stakeholder management, ideally between First Peoples and Government;
- Knowledge and understanding of the culture of and values of BGLC and the Wotjobaluk Nations and the broader political, cultural, and economic context relating to First Peoples' rights and interests in Victoria.

Desirable

- Cert IV in administration, business management or similar, or demonstrated experience in a role involving project management, secretariat support, or business/office administration;
- Driver's Licence.

Occupational health and safety responsibilities

- In the context of OHS policies, procedures, training, and instruction, as detailed in the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring they:
 - Follow reasonable instructions;
 - Cooperate with the employer and report safety breaches, participate in investigations, and implement corrective actions according to applicable procedures and policies;
 - At all times, take reasonable care for their own safety and the safety of others in the workplace.

Conditions of Employment

- Ability to obtain positive National Police and Working with Children checks;
- This position is an Aboriginal and/or Torres Strait Islander Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.



Supporting Documentation

'Growing What is Good' Country Plan [Click here](#)

Recognition and Settlement Agreement [Click here](#)

Wotjobaluk Nations Traditional Owners, Aboriginal and Torres Strait Islander people are encouraged to apply. Those seeking support with their application can speak to BGLC Human Resources or Executive Team members.

Please include a cover letter of no more than 3 pages addressing selection criteria and current resume to:

Benjamin Trimble
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Horsham VIC 3400

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phone: 03 5381 0977

