



## PROJECT OFFICER – Songlines and Sustainability

### Job Description Form (September 2021)

#### Position Identification

<b>Position Title</b>	<b>Project Officer – Songlines and Sustainability</b>
Position location	Albany
Employment Status	0.6 FTE
Contract Agreement	The contract of employment between employer and employee resides within the Western Australian workplace relations regulatory framework and is bound by the Minimum Conditions of Employment Act 1993 (WA), the Superannuation Guarantee (Administration) Act 1992 and National Employment Standards (NES) of the Fair Work Act (2009).
Classification	South Coast NRM Level 3.1 to 3.4 (Full time equivalent salary: \$71,896 to \$77,717 gross per annum. This will be pro-rated to \$43,137.60 to \$46,630.20 for 0.6 FTE)
Contract term	25 October 2021 to 31 December 2022
Essential	Hold a current Class C Drivers Licence Hold a current First Aid Certificate (If not current, training will be provided) Maintain a current Working with Children check
Position approved by and date	South Coast NRM's Chief Executive Officer, 03/09/2021

#### Position Relationships

Responsible to	Sustainable Communities Program Manager
Positions Under Direct Supervision	Nil

#### Contract(s) or Agreement(s) to be delivered by this position

<b>Contract no.:</b>	<b>Project title:</b>
LOTTO-1	Songlines and Sustainability

#### Key Responsibilities

<p>The Songlines and Sustainability Project Officer will assist in managing a cultural partnership project between South Coast Natural Resource Management and Wirlomin Noongar Language and Stories inc. The Songlines and Sustainability project explores links between culture, language, songlines and caring for country practices on the south coast of WA. This project is documenting, recording and sharing aspects of traditional Wirlomin songline stories belonging to the Fitzgerald Biosphere. Insights from this project will enhance caring for country by emphasising links between traditional ecological knowledge (TEK) and modern land management practice. Specifically, the Songlines and Sustainability Project Officer will:</p> <ul style="list-style-type: none"> <li>Assist delivery of the Songlines and Sustainability project under the direction of the project steering group made up of representatives of the Wirlomin Noongar Language and Stories group and South Coast Natural Resource Management staff.</li> </ul>
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- Undertake project management aspects including project planning, delivery, procurement, budget management, monitoring and reporting.
- Ensure project activities are delivered in an accountable and efficient manner adhering to organisational policies and processes.
- Assist with activities that encourage participation of Wirlomin Noongar Language and Stories families and NRM community members.
- Provide administrative support to the Wirlomin Noongar Language and Stories when aligned to this project.
- Receive training and mentoring.
- Show leadership through demonstrating the commitments of the South Coast Natural Resource Management Staff Charter.

### Key duties

Project title	Deliverables and milestones
LOTTO-1 Songlines and Sustainability	<ul style="list-style-type: none"> <li>• Development and maintenance of a project management plan including a communications plan.</li> <li>• Participate in regular project steering group meetings to implement, oversee and review the project management plan.</li> <li>• Utilise the Wirlomin IP contract template and protocols developed by Terri Janke with project partners and participants</li> <li>• Assist with organising at least 4 On-Country trips to reconnect people, Songlines and country.</li> <li>• Assist with organising the investigation of Traditional Ecological Knowledge (TEK) associated with up to 3 Noongar songlines.</li> <li>• Assist with organising filming, editing and sharing of project findings through the production of up to 5 short videos.</li> <li>• Assist with organising the training of up to 6 Noongar people in film production.</li> <li>• Assist with organising on-country and offsite workshops with the Wirlomin Noongar Language and Stories group, NRM practitioners and scientists to explore songline TEK.</li> <li>• Work with South Coast NRM's Communication Officer to communicate project achievements</li> <li>• Help organise a multi-media performance in the Fitzgerald Biosphere.</li> <li>• Ensure all required reporting is satisfactorily completed within scheduled project deadlines.</li> </ul>
Other Wirlomin Noongar Language and Stories duties	<ul style="list-style-type: none"> <li>• When requested act as liaison between the Wirlomin Governing committee, partners, relevant government agencies and other bodies.</li> <li>• Assist with Wirlomin Noongar Language and Stories administration tasks when tasks align with the broader Songlines and Sustainability project.</li> <li>• Assist the Wirlomin Noongar Language and Stories group and South Coast Natural Resource Management to identify project extension opportunities and develop applications to expand, promote and integrate Wirlomin projects.</li> <li>• When appropriate, contribute to social media postings related to Wirlomin Noongar Language and Stories.</li> </ul>
Other South Coast Natural Resource Management duties	<ul style="list-style-type: none"> <li>• Perform other duties as directed by the CEO or Sustainable Communities Program Manager within the scope and competence of this project in consultation with the Wirlomin Governing committee.</li> </ul>

**Additional activities**

Activity	Deliverables/Outputs
Team meetings	<ul style="list-style-type: none"><li>• Participate in supervisory meetings with the Sustainable Communities Program Manager on a fortnightly basis for project work planning, information sharing and general guidance.</li><li>• Participate in regular team meetings and South Coast Natural Resource Management staff briefings.</li></ul>
Stakeholder Engagement	<ul style="list-style-type: none"><li>• Represent Wirlomin Noongar Language and Stories group and South Coast NRM at meetings of delivery organisations, community groups and other stakeholders under direction.</li></ul>

**Special conditions related to this role**

- This a 50D position and is recruited on merit. Applicants with family connections to the Wirlomin Noongar Language and Stories Inc. are encouraged to apply.
- Periods of work outside normal hours will be required at times.
- The position may require use of 4 x 4 vehicles and some long-distance and remote area driving.

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I have read and understand the requirements of the role as detailed in this job description form. I will undertake the role as described to the best of my ability and hereby accept the responsibilities and duties for the position as described on this job description form.

Signed by: .....(Appointee's signature).      Date: ...../...../.....