

# dambimangari

Aboriginal Corporation

## HEALTHY COUNTRY PROGRAM MANAGER

We are seeking a dynamic self-motivated person with a strong interest and passion for working in Indigenous Land and Sea Management with Dambimangari Traditional Owners.

### **The Role:**

The Health Country Program Manager is accountable and responsible for the following:

- Management of the Dambimangari Indigenous Protected Areas identified in the Dambimangari Healthy Country Plan and the DAC Strategic Plan ensuring it aligns to the Conservation Action Planning (CAP) framework.
- Oversee the DAC Ranger operations and service delivery for it to be managed in an efficient, effective and professional manner for the Dambimangari Traditional Owners and all stakeholders engaged with DAC business and operations.
- Identify and source potential funding opportunities through grants or philanthropic avenues for DAC Ranger operations and projects.
- Undertake extensive on-country trips in the remote and isolated land and sea locations within the Dambimangari region.

### **Program Management:**

- Coordinate and manage the implementation of the Dambimangari Healthy Country Plan, supporting the Dambimangari IPA Steering Committee, Healthy Country Advisory Committee (HCAC), Rangers and project partners.
- Work in collaboration with DAC and HCAC to undertake strategic planning for Healthy Country outcomes, including:
  - Plan, coordinate and deliver the IPA annual project plan.
  - Develop and review the annual rangers operational work plan, and coordinate land and sea management projects.
  - Continue to develop existing IPA management plans; implement effective monitoring and evaluation and processes.
- Oversee the administration management of the DAC visitor pass scheme.
- Coordinate DAC carbon market participation and support Dambimangari participation in the North Kimberley Fire Abatement Project.

- Lead and facilitate planning, logistics and administrative delivery of fire management program and other on-country events/projects.
- Participate in field activities as required, including travel to remote locations associated with completing the Healthy Country plan and targets.
- Enhance community ownership, involvement and capacity to support the IPA through employment, skills development, governance, consultation, promotion and pride.
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#### **Stakeholder Engagement:**

- Develop and enhance knowledge and engagement of Dambimangari Traditional Owners encompassing conservation, heritage, culture and communities.
- Develop a strong sustainable relationship with the DAC Board and other DAC sub-committees.
- Identify key stakeholder engagement that contributes and adds value to the sustainable economic growth and development of Dambimangari Aboriginal Corporation.
- Successfully manage high level and sensitive stakeholder interactions, including complex projects, policy evaluation and regional conservation projects.
- Demonstrate the ability to develop and manage effective relationships with external stakeholders including community, government, corporate, research institutions and industry groups.
- Engage and coordinate on-country trips with the Traditional Owners.
- Always represent and promote DAC in a professional manner.

#### **Leadership:**

- Promote and demonstrate strong organisational and cultural governance by implementing Dambimangari Healthy Country Plan, DAC's Strategic Plan including the vision statement, policies and procedures.
- Provide leadership and direction to Marine Operations Manager, Ranger Coordinator and Ranger team.

#### **Financial Administration:**

- Ensure financial management policies, processes and compliance are implemented for the Ranger team across DAC operations.
- Manage allocated budget(s) for DAC Ranger operations.
- Identify and source potential funding for related programs and fee -for-service opportunities for DAC operations.
- Seek and manage partnerships in support of the IPA and Traditional Owner aspirations; maximise opportunities for land and sea management and carbon credit programs.
- Apply due diligence and prudence to all expenditure.
- Identify any non-compliance and rectify with endorsement of CEO and DAC Board.

## **Human Resource Management:**

### **Strategic Plan:**

- Develop a strategic plan for the Ranger operations team and includes the following: recruitment, training, retention, talent management and succession planning framework.

### **Recruitment:**

- Identify employment opportunities for Dambimangari Traditional Owners.
- Ensure all recruitment is endorsed and approved by the CEO and DAC Board.
- Final approval of all appointments to be determined by CEO and DAC Board.

### **Training:**

- Ensure staff inductions are completed upon commencement.
- Establish a skills/training audit register for Ranger team.
- Identify training gaps and implement and deliver training as required.

### **Performance Management:**

- Provide support and supervision to Ranger team.
- Deal with any performance issues and grievances in a timely manner and in accordance with HR policies.
- Ensure all quarterly and annual performance reviews are completed within required timeframes.
- Promote Employee Assistance Program (EAP) as required.
- Utilise external agencies for guidance and support for human resource matters if required.
- Promote and demonstrate strong organisational and cultural governance by implementing Dambimangari Healthy Country Plan, DAC's Strategic Plan including the vision statement, policies and procedures.
  
- Provide leadership and direction to Marine Operations Manager, Ranger Coordinator and Ranger team.

### **HSE:**

- Comply with all HSE policies, OHS legislations/regulations and procedures across all DAC operations.
- Provide HSE updates and information to Ranger team in a timely manner.
- Foster a safe work culture and provide information and support to DAC employees.
- Responsible for the maintenance and safekeeping of DAC assets, equipment and resources.
- Act and report immediately on any activities that compromise DAC standards.

### **Reporting:**

- Provide timely and relevant monthly reports (verbal and written) to DAC CEO & Board regarding the current status of all activities and projects including performance and significant issues.
- Deliver on deadlines as required by DAC and other key stakeholders.
- Ensure reporting deadlines are met as per funding body requirements.

## **Essential Criteria:**

- Must have a tertiary qualification in Natural Resource Management or Environmental Science and Management or relevant field of three (3) years plus.
- Demonstrated experience working with Traditional Owners and Aboriginal communities providing culturally attuned services together with excellent culturally appropriate verbal and written communication skills.
- Demonstrated experience and knowledge in the service delivery and management of environmental programs/projects and land management programs/projects.
- Able to demonstrate a high level of competency in stakeholder engagement through collaborative working relationships with internal and external stakeholders including government agencies, community, business and industry partners.
- Extensive experience and capability in leading and supervising teams and the capacity to plan work, motivate staff and monitor performance within the requirements of the policies and procedures.
- Be able to manage multiple tasks effectively with a high degree of flexibility and confidentiality within a changing environment.
- Demonstrated ability to be collaborative and build stakeholder relationships internally and externally to further the reputation and success of DAC.
- Ability to compile, manage and deliver budgets, financial management, reporting and compliance.
- Proven ability to work independently and take ownership to resolve factors that may influence the delivery of service to client a timely and accurate manner.
- Proven capability to source potential financial contributions through grant funding for delivery of programs.
- Current 'C' class driver's licence.
- Highly proficient in Microsoft Word, Outlook and Excel.
- Current Working with Children's card (within last 6 months).
- Current National Police Clearance (within last 6 months).
- Undertake workplace medical including drug & alcohol screening.

## **Desirable Criteria:**

- Knowledge and experience in the delivery of Healthy Country Planning, Conservation Action Planning or Open Standards Framework.
- Coxswain Grade 1, 2 or 3 ticket.
- Strong existing network within the industry, commercial sector and relevant government agencies.

**Location:** Derby Western Australia

**Term of Employment:** 2 Year Fixed Term Contract

**Remuneration:** Aboriginal Communities & Organisations Award 2011 Level 7  
Includes 4 week annual leave + 1 week remote leave  
District Allowance, Annual Airfare Allowance, Leave Loading,  
Superannuation & Salary Packaging available.

**Supplied:** Work vehicle, Laptop and mobile phone

**Applications:** Email to: [Marilee.Liddell@optimalpersonnel.com.au](mailto:Marilee.Liddell@optimalpersonnel.com.au)

**Closing:** 5pm Friday 23.04.2021

**Further Information:** Please contact Marilee Liddell on 0437 858 567.

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**Dambimangari Traditional Owners are strongly encouraged to apply.**  
**Aboriginal & Torres Strait Islander people are strongly encouraged to apply.**