



# Land Management Manager

## POSITION DESCRIPTION

<b>Unit</b>	Land Management
<b>Reports to</b>	Executive Manager of Corporate Services
<b>Direct Reports</b>	Land Management Staff
<b>Award</b>	Horticulture Award [MA000028]
<b>Classification</b>	Level 5
<b>Remuneration</b>	As per contract
<b>Salary Packaging</b>	Range of salary packaging benefits are offered to part-time and full-time employees.
<b>Location</b>	Portland - Victoria
<b>Probationary Period</b>	A six-month probationary period will apply for new employees

## 1. PRIMARY PURPOSE OF POSITION

The purpose of this position is to support the implementation of cultural and natural resource management activities on Indigenous lands across the region by overseeing the Land Management Unit, managing livestock operations, and coordinating the Budj Bim Tours program, including the delivery of educational and cultural awareness experiences.

## 2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

Lead and oversee cultural and natural values management projects, including the protection and monitoring of Indigenous sites, wetland conservation, and flora and fauna surveying and management.

- Design, implement and monitor pest plant and animal control programs.
- Manage the development and maintenance of visitor infrastructure such as walking tracks, boardwalks, signage, fencing and bridges.
- Prioritise and deliver actions from IPA Plans of Management, including other related plans.
- Manage Budj Bim Tour

- Supervise and coordinate staff to deliver land management and cultural site protection works in a safe, culturally appropriate, and efficient manner.
- Develop annual works programs and manage project implementation in line with funding agreements, budgets, and timelines.
- Coordinate and manage the Budj Bim Tours program, ensuring the delivery of high-quality educational and cultural awareness experiences to visitors.
- Oversee the scheduling, logistics, and quality control of tours and cultural events, ensuring consistency with Gunditjmarra cultural protocols and storytelling.
- Support the training and development of tour guides and cultural educators to deliver safe, informative, and culturally respectful experiences.
- Build and maintain positive relationships with Traditional Owner groups, including GMTOAC, local Indigenous communities, landholders, government agencies, and environmental organisations.
- Collaborate with project partners to ensure consistent and culturally aligned land management cultural tourism delivery.
- Manage program and project budgets, ensuring compliance with internal policies and external funding guidelines.
- Contribute to grant applications and funding submissions to support program and tourism growth.
- Ensure timely completion and submission of contractual reports and fulfilment of reporting obligations to funding bodies, in line with relevant state and federal legislation.
- Provide leadership, mentoring, and training to Land Management Unit staff to support their professional development and performance.
- Actively contribute to organisational planning, senior management meetings, and provide regular reports to the Executive Manager.
- Promote a positive, safe and inclusive workplace culture by ensuring adherence to all occupational health and safety policies and practices.
- Ensure clear communication and alignment between the Executive Manager, yourself, and the unit staff to support strong teamwork and consistent delivery.
- Contribute to the ongoing Quality Management and Continuous Improvement efforts across the organisation.
- Undertake other duties as directed, in line with the role's scope and objectives..

### 3. WINDA-MARA VISION AND VALUES

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#### OUR VISION

*“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.*

Our vision will be achieved by focusing on four themes.

**“Mara”**  
People

**“Kooyoorn”**  
Organisation

**“Meerang”**  
Country

**“Culture”**  
Culture

#### OUR VALUES

Our values and behaviours **PREPARES** us for sustainable success with our vision, our communities and each person.

<b>Professionalism</b>	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
<b>Responsiveness</b>	Responding in a timely, engaging, respectful and culturally appropriate manner.
<b>Empowerment</b>	Building, strengthening and empowering individual and community decision making.
<b>Partnership</b>	Creating better client outcomes through strong partnerships.
<b>Accountable</b>	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
<b>Respect</b>	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
<b>Effectiveness</b>	Effective 'results orientated' services meeting the needs of the community.
<b>Social Justice</b>	Providing justice, equity, social equality, and human rights.

#### 4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

##### Essential:

- Demonstrated experience in natural and cultural land management, particularly on Indigenous lands.
- Strong leadership and team management skills, including the ability to mentor, develop and supervise staff.
- Experience in program and project management, including budget development, reporting, and meeting compliance obligations.
- Proven ability to engage and work effectively with Traditional Owner groups, community organisations, government agencies, and other stakeholders.
- Knowledge of relevant environmental legislation, policies, and cultural heritage protection principles.
- Demonstrated experience in delivering educational programs and/or managing cultural tourism operations.
- High-level written and verbal communication skills, including public speaking and stakeholder liaison.
- Experience in grant writing and funding submissions.
- Sound understanding of workplace health and safety requirements and practices.
- Strong organisational and time management skills with the ability to manage competing priorities.

##### Desirable:

- Qualifications in Natural Resource Management, Conservation and Land Management, Environmental Science, Tourism, Education, or a related field.
- Understanding of the Budj Bim Cultural Landscape and Gunditjmarra cultural values.
- Experience working with Indigenous Protected Areas and/or Work On Country programs.
- Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

- Qualifications in Management or similar or at least 2 years' management experience in community services and/or programs, particularly an Aboriginal organisation
- Qualifications in Conservation and Land Management
- Demonstrated time management skills with the ability to balance and prioritise workload, staff management and administrative, contractual and reporting requirements including the use of various databases.
- Ability to operate machinery and tools such as loaders, tractors
- Ability to exert yourself physically over long periods of time
- Sound written and verbal communication skills
- Ability to provide information in a public speaking forum to visitors/school tours

## 5. POSITION REQUIREMENTS

Y	Current Drivers License
Y	Ability to obtain and maintain a National Police Check
Y	Ability to obtain and maintain a Working with Children Check
N/Y	Aboriginal and Torres Strait Islander people are strongly encouraged to apply. This is not an Identified position, however, under Section 12 of the Equal Opportunity Act 2010 (Vic), Winda-Mara Aboriginal Corporation encourages applications from Aboriginal and Torres Strait Islander people
Y	After-hours and weekend work may be required
Y	Pre-employment health declaration
Y	All positions are subject to funding

## 6. GENERAL TERMS OF EMPLOYMENT

### All employees are to:

- Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.
- Act in a safe manner to provide a safe working environment.
- Participate in an Annual Performance Review and any other review processes.
- Participate in training and other support as appropriate.
- Attend and participate in team and divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
- Communicate constructively to other team members, company employees, clients and members.
- Communicate and participate in improvements to processes, practices and procedures.
- Actively work with and support other employees to achieve organisation's goals.
- Disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or

medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.