



Budj Bim Ranger

POSITION DESCRIPTION

Unit	Land Management
Reports to	Budj Bim Team Leader / Senior Budj Bim Ranger
Direct Reports	N/A
Hours of Work	38hrs/week
Mode of Employment	Full-time
Award / Agreement	Horticulture Award [MA000028]
Classification	Subject to experience – ranging Level 1 to Level 5
Remuneration	As per award classification
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	Portland, Heywood, Hamilton – Victoria
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

To assist in cultural and natural resource management for the Budj Bim Heritage Landscape.

2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

- Protection of cultural sites
- Protection of wetlands
- Fauna and flora surveying management
- Engage in pest control management with plants and animals
- Assist in development, construction and maintenance of visitor facilities, such as signs, toilets, campgrounds, fences and walking tracks
- Assist with the planning of work programs with cost estimates and provide advice on labour and material requirements
- Assist in the implementation of property Plans of Management and other management plans
- Provide visitor information about the Budj Bim National Heritage Landscape
- Other duties as required within the scope of this role and coordinated through the Land Management Manager or Senior Budj Bim Rangers

3. WINDA-MARA VISION AND VALUES

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.

A dark grey rounded rectangle containing four white text boxes. Each box has a quote in quotes above a descriptive word. The boxes are: 1. “Mara” above People; 2. “Kooyoorn” above Organisation; 3. “Meerang” above Country; 4. “Culture” above Culture.

OUR VALUES

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

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

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

- Qualifications and/or experience in Conservation and Land Management or willingness to obtain the qualification
- Ability to operate machinery and tools such as loaders, tractors
- Ability to exert yourself physically over long periods of time
- Communicate effectively with other team members/visitors
- Ability to provide information in a public speaking forum to visitors/school tours.

5. POSITION REQUIREMENTS

Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
Y	This is an identified position under the 'special measures' section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people may apply.
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration

6. GENERAL TERMS OF EMPLOYMENT

All employees are to:

1. Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.
2. Act in a safe manner to provide a safe working environment.
3. Participate in an Annual Performance Review and any other review processes.
4. Participate in training and other support as appropriate.
5. 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.
6. Communicate constructively to clients, other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support team members and/or employees to achieve organisation's goals.
9. 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.

7. ACKNOWLEDGEMENT

In signing the acknowledgement below, I acknowledge and agree:

- I have read and understand this position description,
- To carry out the inherent requirements of this role to the best of my ability and knowledge, and;
- I have read, understand, and agree to abide by the company's values and code of conduct.

Name

Signature

Date