

15 July 2024

Dear Applicant

Application Kit - First Nations Engagement Officer: Identified

Thank you for your interest in applying for the First Nations Engagement Officer position at Cape York Natural Resource Management (Cape York NRM). This is a full-time, contract role until 30 June, 2028 with the possibility of extension, based in the Cairns or Cooktown office.

To be considered for this position, applications must be submitted online at <https://capeyorknrm.com.au/about/vacancies>. The online application process includes the submission of the following:

1. Online application form
2. Cover letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum two pages)

The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria. The closing date for this role is 4pm Monday 5th August 2024 unless otherwise suitable applicants have been received before this date.

The successful applicants that are shortlisted will be contacted immediately for an interview. Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please email hr@capeyorknrm.com.au

For further information on this position, please call Nicole Doyle, People and Culture Officer, 0459 386 344 or email nicole.doyle@capeyorknrm.com.au

Yours Sincerely



Pip Schroor
Chief Executive Officer

Position Description

First Nations Engagement Officer



Position	First Nations Engagement Officer
Reports to	NRM Project Manager
Works with	All Staff within the organisation across multiple teams and work locations
Location	Cairns or Cooktown office
Employment Terms	Full-time, 37.5hrs/week, contract to 30 June 2028
Classification	Level 3.1E (\$88,695 +super)
Salary Range	Salary - negotiable, commensurate with experience, including 5 weeks annual leave plus 17.5% annual leave loading, plus superannuation guarantee

Under s25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent in this role to be an Aboriginal person and/or Torres Strait Islander person.

Primary Objectives of the Role

Cape York Natural Resource Management (Cape York NRM) is seeking a dedicated and passionate First Nations Engagement Officer to play a pivotal role to support the organisation's mission and objectives.

This position is a foundational role for Cape York NRM that will set the groundwork for fostering inclusion and representation of First Nations Peoples Interest as they relate to and complement Natural Resource Management on Cape York Peninsula. The position is responsible for facilitating effective engagement and participation of Cape York people in sustainable natural resource management (NRM) across the Cape York natural resource management region.

Our staff work with land and sea managers, traditional custodians, agricultural producers, graziers and ranger groups on a wide variety of programs that enhance Cape York's terrestrial, marine and freshwater ecosystems. In addition, we work to address threats to the environment, culture and communities, including loss of threatened species and managing invasive species, such as feral pigs and weeds.

About Cape York NRM

Cape York NRM is a not-for-profit organisation and registered charity, with a mission to help people work to care for the natural environment while promoting the sustainable use of natural resources in Cape York Peninsula. The organisation is involved with partnerships across Cape York Peninsula, and through these relationships, implement activities based on principles of sustainable development, capacity building, project support and development, and regional coordination and planning.

Cape York NRM is staffed by a dedicated team who work with individuals, groups and communities across Cape York Peninsula to care for the Country, through activities that promote and support the organisation's mission.

Key Roles and Responsibilities

Accountability

- Develop mutually beneficial engagement and strengthen relations between Indigenous owned and operated organisations and Cape York NRM whilst recognising the extensive relationship that already exists in local and regional contexts.
- Develop and Implement community-based information and assistance to projects that increase the ability of Indigenous land management groups, rural landholders, land managers, community groups, partner organisation and industry groups to work together to manage and deal with NRM issues
- Ensure the natural resource and land management requirements of all landholders and stakeholders in the Region are adequately and accurately including in the region's Natural Resource Management (NRM) Plan
- Look for any representation gaps in the NRM Plan of Indigenous land managers and other stakeholders and seek to engage them as a priority.
- Provide engagement support to Cape York Traditional Owners and the project team for delivery of Cape York Natural Resource Management Projects
- Support and engage with Cape York's Indigenous organisations including local governments, to enter into agreements or seek support for natural resource management.
- Maintain an adaptive work plan in conjunction with Partnerships Officers and your Manager to align with engagement requirements for a Cape York NRM plan, Engagement for Participation Strategy, Integrated Communications and Marketing Strategy, community regional investment strategy and funded operational milestones.
- Develop and deliver community capacity building and community education activities
- Positively raise awareness of Cape York NRM's activities, programs and opportunities to participate in program delivery and event on Cape York
- Contribute to project delivery including planning, budgeting, monitoring and evaluating and reporting against milestones and project outcomes

Organisation-wide responsibilities

- Participate as required in multidisciplinary working group arrangements
- Perform all duties in accordance with Cape York NRM Management policies and procedures and code of conduct
- Actively promote and foster a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace

Selection Criteria

Essential criteria

Management & Accountability

- Demonstrated ability and willingness to work effectively with diverse stakeholder groups (farmers, graziers, Indigenous landholders and community and industry groups, government) and with staff of partner organisations to develop and implement natural resource management projects.
- Demonstrated time management skills with an ability to manage multiple projects and meet deadlines

Technical Responsibilities

- Experience in organising meetings, events, field days and workshops

- High degree of computer literacy including proficiency with Microsoft Office suite.
- Demonstrated ability in project management including; work plan development and prioritisation, monitoring, evaluation and reporting against work plan and project outcomes

Partnership & Communication

- Excellent knowledge of key issues related to First Nations people, knowledge of cultural practices of Aboriginal and Torres Strait Islander communities, the importance of connecting to country to heal
- Demonstrated ability to communicate across all sectors, and specifically, demonstrated experience engaging well with Indigenous people, land trusts, local governments and Traditional Owners on Cape York.
- Experience in developing and delivering community capacity building and community education activities and materials
- Demonstrated ability to work across teams of people with different skills and expertise.
- Experience in facilitating groups, negotiation and helping groups to work towards common goals

Problem Solving

- Demonstrated ability to work independently and identify and analyse problems and develop and implement improvements
- Ability to deal with high risk work environments and multi-cultural contexts
- Ability to identify and analyse problems and develop and implement improvements

Workplace Health and Safety and Personal Conduct

- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and Anti-Discrimination Act.

Desirable criteria

- Considerable relevant experience.
- Advanced Computer Literacy (Microsoft Suite products, Open Project and Google Docs).
- Experience working with Indigenous organisations on Cape York Peninsula.
- Experience working with Not-For-Profit organisations.
- Knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.

Additional Factors

- A current Australian class C driver's licence.
- A current Blue Card is required before the commencement of employment
- A criminal history check is required before the commencement of employment
- A current First Aid and CPR Certification or able to attain
- Ability to work flexible hours, i.e. out-of-ordinary hours and weekends as required
- Ability to travel and spend nights away from the home base to attend meetings, conferences and training.
- Able to undertake fieldwork in remote locations and operating 4-wheel drive vehicles
- A willingness and ability to travel in light aircraft
- This is an identified Australian Indigenous position. Australian Aboriginality is a requirement of the job, as is a cultural connection to one or more of the Aboriginal communities in the Cape York NRM region and Under s25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent in this role to be an Aboriginal person and/or Torres Strait Islander

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