

Position Description

Position Title:	Caring for Country Facilitator
Location:	Townsville
Reports To:	NRM Partnerships Manager
Supervisory Responsibilities:	No staff report directly to this position
Tenure:	Full-time Permanent
Base Salary Range:	Band 3 (\$83,406 to \$105,536)

Position Summary

NQ Dry Tropics supports the Burdekin Dry Tropics community to sustainably manage natural resources and deliver landscape-scale outcomes.

The **Caring for Country Facilitator** is part of the Strategy and Partnerships team and works across the organisation to support the development of Traditional Owner partnerships. Guided culturally by the Burdekin Dry Tropics Traditional Owner Management Group (TOMG), the role supports Traditional Owner partners, including Land and Sea Ranger groups, in delivering Caring for Country and natural resource management initiatives. The position also facilitates the implementation of NQ Dry Tropics' Reconciliation Action Plan actions.

Working across a culturally diverse region encompassing 16 Traditional Owner groups, the role requires strong communication and workshop facilitation skills, along with the ability to manage multiple projects and stakeholder relationships.

Duties & Responsibilities

The duties and responsibilities of this position include:

Collaboration and Stakeholder Engagement

- Working collaboratively across internal teams and with external partners to support Traditional Owner group partnerships and in further building and maintaining trusted relationships including Burdekin Dry Tropics Traditional Owner Management Group, Traditional Owner organisations, Ranger groups, and other stakeholders.
- Support Traditional Owner inputs into consultation and planning processes in the region.

Governance and Planning

- Facilitating and supporting Traditional Owner engagement including organising internal and external meetings and workshops, Caring For Country planning support, and providing support to Traditional Owner groups (RNTBCs and Ranger groups) to apply for relevant caring for Country funding opportunities.
- Supporting the NRM Partnership Manager in updating the Indigenous Participation Plan and providing support to the development and consultation for the Regional NRM Plan.

Advisory and Project Delivery Support

- Supporting Project managers and staff in ensuring compliance with the Cultural Heritage Act (2003).
- Provide support and inputs related to Regional Delivery Partners Program projects and deliverables including the Burdekin Landscape Repair Program, Living Landscape, Sustainable Agriculture, and Reefwise Projects.
- Complete monitoring and reporting requirements on the progress of assigned project activities.
- Contribute as a Reconciliation Action Plan working group member to the implementation of the NQ Dry Tropics Reconciliation Action Plan and undertake assigned delivery of RAP priorities and initiatives.

Organisational Support and Flexibility

- Working as a part of an interdisciplinary team within a culturally safe workplace to undertake other duties as reasonably required to support organisational priorities, applying skills, knowledge, and adaptability to

emerging priorities and operational needs. This includes contributing to team initiatives, supporting colleagues across programs, and responding to changes in engagement processes to ensure continuity of organisational outcomes.

Skills, Experience and Qualifications

Essential

1. Highly developed communication, negotiation and interpersonal skills, with the ability to work collaboratively across corporate, strategic, and operational teams and with external stakeholders including Traditional Owner partners. The role requires professional judgement, conflict resolution and problem solving capability in a complex and dynamic organisational environment.
2. Ability to provide staff guidance in accordance with NQ Dry Tropics Indigenous Participation Plan and Cultural Learning Strategy guidelines, and to provide approved coaching and training to project teams and staff to promote respectful Traditional Owner engagement.
3. Demonstrated ability to gather and collate information, support funding application requirements, and complete reporting requirements.
4. Ability to operate effectively within a fast-paced and complex organisational environment, managing competing priorities while maintaining focus on project delivery objectives.
5. 'C' class driver's licence and ability to travel and participate in field work within the Dry Tropics region. This will necessitate travel outside standard hours with occasional nights away from home.

Desirable

1. Formal qualifications (eg: Certificate level or above) in Natural Resource Management or a relevant field or relevant work experience.

Organisational Values and Workplace Responsibilities

All employees are required to work in accordance with the standards outlined in the NQ Dry Tropics Code of Conduct and are encouraged to learn and operate in alignment with our values:

- **Integrity** - we are respectful, honest, trustworthy, consistent and fair.
- **Collaboration** - we listen to others perspectives, work for mutual benefit and share successes.
- **Leadership** - we drive change through creativity, tenacity and commitment.
- **Solutions** - we create innovative solutions using experience and best available evidence.
- **Service** - we provide outstanding service to our clients

All employees are expected to participate in the NQ Dry Tropics Induction Program and engage in ongoing training and professional development opportunities to maintain current knowledge and deliver high levels of service to both internal and external stakeholders.

Employees are also required to actively participate in the Employee Performance Development Program.

Genuine occupational requirement

To perform this role it is essential that the person is an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the *Anti-Discrimination Act 1991*.

Authorities

The authority vested in this position is limited to that specified within the Delegations Register.

This position description outlines the role as it is currently structured and reflects the key duties and responsibilities currently. The organisation periodically reviews position descriptions to ensure they accurately represent the work being performed and to incorporate any proposed or approved changes aligned with operational requirements.

As organisational needs evolve, the duties and responsibilities of this role may be amended. Any significant changes will be communicated to you. You may also be required to undertake additional or varied duties from time to time, consistent with your skills, competence, and training to support business needs.