



Position Description	
Position Title:	Project Manager JMP
Location:	Bendigo
Term:	Permanent
Classification:	Award: SCHADS Award Level 5
Reports to:	Program Manager - JMP

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

The DDWCAC is also a Registered Aboriginal Party the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE). Our businesses include natural resource management, cultural awareness and tourism.

Purpose of Position

The Project Manager is responsible for planning, overseeing and leading projects from ideation through to completion. This role requires interaction with a range of internal and external stakeholders and will often be responsible for managing several moving project parts simultaneously to help ensure that projects are delivered on time and within budget. Projects are aligned to Dja Dja Wurrung's aspirations described in the Country Plan, Dhelkunya Dja. The role will respond to the specific requirements of each area of policy, relevant strategies, and related projects.

Reporting Relationships

The position will work under the general direction of the Program Manager JMP and will be required to exercise initiative and judgment where practices and direction are not clearly defined.

T: (03) 5444 2888 F: (03) 5441 6472

E: info@djadjawurrung.com.au

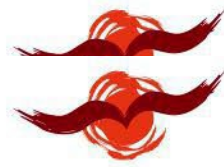
P.O Box 1026 Bendigo VIC 3552

djadjawurrung.com.au

DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Accountabilities:

Primary responsibilities for this role include but are not limited to:

- Oversee project scoping, budgeting, resourcing, planning, and reporting of Joint Management Projects.
- Responsible for maintaining project plans and reporting per Djandak's Framework.
- Assist with work program and project management.
- Provide technical and planning services for environmental and resource management.
- Responsible for monitoring policy and strategy outcomes.
- Advise DJAARA on projects and initiatives.
- Support business development with government authorities.
- Apply for and ensure compliance with grants and funding.
- Align projects with Dja Dja Wurrung policies and the Dhelkunya Dja Country Plan.
- Liaise with community and stakeholders on project issues.
- Ensure compliance with DDW Group policies and systems.
- Assist Land Management Program Manager with planning and coordination of the Joint Management program implementation.

Key Selection Criteria:

1. Degree qualifications in a relevant field and/or commensurate Project Management experience.
2. High level communication and interpretation skills and ability to relate to a range of stakeholders when providing information.
3. Demonstrated experience managing project budgets that may be achieved through a degree or relevant experience
4. Program management, Project management and Performance monitoring skills including demonstrated ability to work and deliver on concurrent projects and to manage and prioritise work and resources to meet deadlines

To work with the Dja Dja Wurrung Group, applicants must have:

1. An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the traditional owners of central Victoria.
2. An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
3. A commitment to and understanding of Dja Dja Wurrung culture & to Aboriginal self-determination.

Personal Skills Required:

1. High ethical standards, personal integrity and high degree of self-motivation
2. Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment regarding highly sensitive and/or critical issues.
3. A commitment to safe work practices.
4. Capacity and willingness to accept direction and to work as part of a multi-skilled team.

CONTACT	
Ian Watson	Email: ian.watson@djadjawurrung.com.au