

Position Description	
Position Title:	Gatjin (Water) Project Officer
Location:	Bendigo
Term:	Full-time Ongoing
Classification:	SCHADS; Social and Community Services – Level 4
Reports to:	Project Manager, Gatjin

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.

Dja Dja Wurrung Enterprises Pty Ltd

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) is a company solely owned by Dja Dja Wurrung Clans Aboriginal Corporation. The trading entities of DDWE provide an expansive range of commercial natural resource and heritage management services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners of an area of Central Victoria.

Position Overview

The project officer will support the delivery of projects as directed by the Project Manager, and as part of the Gatjin program, working within DJANDAK.

You will be responsible for supporting Djaara Members to be engaged in projects with a focus on Gatjin (Water), support project delivery and participate on Djandak (Country) monitoring activities.

Reporting Relationships

balaki wuka | giving to community

Larnangurrak (our place)

43 Hattam Street, Golden Square, VIC 3555

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E: info@djadjawurrung.com.au

P.O Box 1026 Bendigo VIC 3552

djadjawurrung.com.au



The position will report to, and will operate under, direction from the Project Manager, Gatjin

Accountabilities

- Document and report on field activities, including monitoring results, cultural findings, and community participation, ensuring accurate data entry and knowledge sharing.
- Support the integration of cultural values into water management projects by facilitating Djaara-led decision-making and ensuring cultural protocols are upheld.
- Assist in the development of educational and communication materials to share knowledge about Gatjin projects with internal teams, stakeholders, and the Djaara community.
- Support grant applications and reporting, providing input and data related to Gatjin projects for funding bodies and stakeholders.
- Maintain strong relationships with Traditional Owners, government agencies, community partners, and researchers to ensure collaborative project delivery.
- Contribute to continuous improvement by identifying opportunities to strengthen cultural, environmental, and operational practices across Gatjin programs.
- Ensure compliance with legislative and organisational obligations, including environmental regulations, cultural heritage legislation, and Djaara governance protocols.
- Participate in relevant training and development, especially related to water monitoring techniques, cultural heritage management, and safety on Djandak.
- Uphold the rights of Djaara People by promoting self-determination and supporting cultural authority in all water-related activities.

Key Selection Criteria

- Awareness of, or experience brining traditional owner values into projects
- One or more of the following qualifications:
 - Relevant Traineeship experience
 - Certificate in Aboriginal Cultural or Water management or equivalent
 - Tertiary qualification in environment, cultural or water management
- Good communication skills:
 - Able to communicate well with people (internal and external)
 - Able to use basic computer programs:
 - Emails
 - Word documents
 - Excel spreadsheet
 - MS teams
- Is self-driven, can work independently, can take direction and work as part of a team.
- Has ambition and the ability to role model the DJAARA and DJANDAK organisational values and behaviours.

Personal Skills Required

1. Commitment to Djaara self-determination expectations.
2. High ethical standards, personal integrity, and high degree of self-motivation.



3. Proven ability to create and maintain an expectation of trust, respect, and confidentiality whilst displaying sound judgment when dealing with sensitive or critical issues.
4. A commitment to safe work practices.
5. Excellent communication and interpersonal skills.
6. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled, traditional owner-led working environment.

Other Relevant Skills, Knowledge and Qualifications

The successful applicant must possess and maintain a current Victorian Manual Driver Licence and be prepared to work predominantly across the Dja Dja Wurrung Recognition and Settlement Agreement Area and other locations from time to time.

Privacy Notification

Dja Dja Wurrung Enterprises Pty Ltd affirms that the collection and handling of applications and personal information related to your employment will be consistent with the requirements of the Information Privacy Act 2000.

CONTACT	
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