



Tasmanian Aboriginal Centre (TAC) Position Description

Position Title: Healthy Country Coordinator – Ranger Expansion Program	Section: Healthy Country Unit
Location: Statewide Position	Reviewed Date: March 2025
Industrial Instrument: TAC Enterprise Agreement	Classification Level: TAC Level 5-6
	Position Status: Permanent
Position Type: Full-time	Hours per Fortnight: 72.5
Reports to: Healthy Country Unit Manager	
Positions reporting to this position: Healthy Country Supervisors	

Purpose of Position:

To co-ordinate and ensure effective land management and conservation activities on returned Aboriginal lands managed by the TAC and other project areas.

Key Relationships & Interactions:

- Other Healthy Country Unit Coordinators
- TAC Managers and staff
- Tasmanian Aboriginal community members

Key Responsibility Areas:

- Develop and co-ordinate the TAC Working on Country Ranger Expansion Program.
- Prepare and monitor works schedules and project proposals in accordance with funding conditions and community wishes.
- Purchase and manage the maintenance of equipment and resources within of the Program within TAC policies and guidelines.
- Arrange and co-ordinate the training and development of Healthy Country Unit employees in the Ranger Expansion Program.
- Co-ordinate logistics and transport if required.
- Provide advice and support to Healthy Country Unit workers about appropriate, practical solutions to day-to-day problems and follow up outcomes.
- Maintain accurate records and statistics of works undertaken to assist planning for future projects and reporting to funding bodies.
- Evaluate results of activities to improve the way work is planned and performed.
- Co-ordinate community consultations and update management plans as required.

- Investigate and report on all matters relevant to the management of the Healthy country unit Program and recommend, or initiate, action as appropriate.
- Liaise with ALCT and other stakeholders in joint projects or co-management of areas.
- Draft funding applications where necessary and liaise with funding bodies as requested
- Publicise and promote land and sea management activities especially within the Aboriginal community.
- Assist with on-groundwork where necessary.
- Promote the principles of Workplace Health and Safety and assist in ensuring adherence to relevant TAC policies and procedures.
- Any other duty as directed that is generally in accordance with the classification and responsibility level of this role.

Selection Criteria:

Essential:

1. Ability to communicate effectively with Tasmanian Aboriginal people.
2. Experience in translating plans and theories into practical work and training activities.
3. Knowledge and experience in land management and heritage conservation activities.
4. Well-developed communication skills.
5. Demonstrated administrative ability, particularly with funding submission, budgeting, resource management and logistics.
6. Ability to plan projects, write reports and compile statistical information.
7. Current driver's licence,
8. Ability to manage staff, or willingness to work towards that goal.

Desirable:

1. Well-developed interpersonal skills and the assertiveness necessary to advocate for the interests of Aboriginal people with outside agencies.
2. Relevant tertiary qualifications.

Pre-employment Conditions:

Evidence of the following must be provided before appointment to the position:

1. A current driver's licence.
2. Current Registration to Work with Vulnerable People.
3. Current National Police Check.
4. COVID vaccination certificate.

Pre-employment Checks:

1. Conviction checks in the following areas:
 - a. Crimes of violence
 - b. Sex Related offences

- c. Serious drug offences
- d. Crimes involving dishonesty
- 2. Identification check
- 3. Medical examination to certify ability to undertake tasks required for this position.

Position Description approved:

CEO's

SIGNATURE _____ DATE _____

This position description describes the duties and responsibilities of my position. I understand my responsibilities and am committed to carrying them out in line with the TAC's values, policies and procedures, and legislative requirements.

In addition, the Tasmanian Aboriginal Centre considers it everyone's responsibility to respect and maintain the confidentiality of clients, staff and the organisation's business.

As an employee, I acknowledge that I may have access to information that is confidential to the Tasmanian Aboriginal Centre, its clients and staff. I agree to be bound by the terms and conditions of the TAC's Confidentiality Policy and acknowledge that retrieving and/or discussing confidential information for any purpose other than required by my job responsibilities is prohibited.

EMPLOYEE'S NAME _____

AND

SIGNATURE _____ DATE _____

MANAGER'S

SIGNATURE _____ DATE _____