



Tasmanian Aboriginal Centre (TAC) Position Description

Position Title: Healthy Country Unit Co-ordinator Southern Region and Kunanyi	Section: Healthy Country Unit
Location: Hobart with statewide travel	Reviewed Date: July 2025
Industrial Instrument: Tasmanian Aboriginal Corporation Enterprise Agreement 2025	Classification Level: TAC Level 5-7 dependant on skills and experience. \$83,845.00-\$117,420.00
	Position Status: Permanent
Position Type: Full-time	Hours per Fortnight: 72.5
Reports to: Healthy Country Unit Manager	
Positions reporting to this position: Land Management Supervisors and Rangers	

Purpose of Position:

To co-ordinate, promote and oversee effective land management, conservation and community benefit activities on Aboriginal lands managed in Southern Tasmania by the TAC and through partnerships with Wellington Park Trust on Kunanyi and Tas Water on the Meehan Ranges

Key Relationships & Interactions:

- Land & Sea Country Coordinators
- TAC Managers
- Aboriginal community
- Aboriginal Land Council of Tasmania
- Wellington Park Trust
- TasWater

Key Responsibility Areas:

- 1 Co-ordinate the delivery of defined activities funded through the Indigenous Protected Areas (IPA) Program and Indigenous Ranger Program activities managed by TAC.
- 2 Coordinate development and delivery of community activities for the benefit of Tasmanian Aboriginal people in project areas.
- 3 Prepare and monitor works schedules and project milestones in accordance with funding conditions and community wishes.
- 4 Purchase and manage the maintenance of equipment and project assets
- 5 Co-ordinate the training program and professional development of Aboriginal Rangers including providing instruction and guidance to Rangers on project related

- requirements or sourcing appropriate advice.
- 6 Co-ordinate logistics and transport where required.
 - 7 Provide advice and support to the healthy country unit workers regarding appropriate, practical solutions to day-to-day problems and follow up outcomes.
 - 8 Maintain accurate records of works undertaken to assist planning for future projects and reporting to funding bodies.
 - 9 Evaluate results of activities undertaken to improve the way work is planned and performed in the future.
 - 10 Manage a team small team of Rangers and project staff.
 - 11 Draft funding applications where necessary and liaise with funding bodies as requested.
 - 12 Assist in publicising and promoting land and sea country management activities especially within the Aboriginal community.
 - 13 Assist with on-groundwork where necessary.
 - 14 Assist in ensuring land and sea country management employees are aware of, and work in accordance with, TAC policies and procedures.
 - 15 Promote WHS to land and sea country management employees and ensure that employees work in a safe manner at all times.
 - 16 Any other duty as directed that is generally in accordance with the classification and responsibility level of this role.

Selection Criteria:

Essential:

1. Sound knowledge of and the ability to relate and communicate effectively with the Tasmanian Aboriginal community.
2. Ability to organise and plan activities involving multiple people and facilitate logistical requirements.
3. Ability to translate plans and theories into practical work and training activities.
4. Well-developed communication skills.
5. Demonstrated administrative ability, particularly with regard to funding submissions, budgeting, resource management and logistics.
6. Ability to plan projects, write reports and compile statistical information.
7. Current driver's licence.
8. Knowledge and relevant ability to manage staff, and/ or willingness to develop management skills
9. Ability to undertake occasional travel to remote areas for extended periods.
10. Sound understanding of WHS management principles and procedures.

Desirable:

1. Good understanding of conservation principles, land management practices and applicable legislation.
2. Well-developed interpersonal skills and ability to advocate for the interests of Aboriginal people with outside agencies.
3. Appropriate tertiary qualifications.

Pre-employment Conditions:

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

1. A current driver's licence.
2. Working with Vulnerable Persons Check & National Police Check.
3. COVID vaccination certificate

Pre-employment Checks:

The Tasmanian Aboriginal Centre has determined that the person nominated for this job is to satisfy pre-employment checks before taking up the appointment. These may include:

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 _____