



YSRC LANDS PROJECT COORDINATOR – POSITION DESCRIPTION

Job Title: Lands Project Coordinator

Job Type: Full Time

Location: Geraldton / Perth

Manager: Lands Manager

Salary: \$100,000 – \$110,000 per year

Yamatji aspires to create a great place to be for all employees. This begins with each employee knowing what is expected of them in their job, how well they are performing against that job, and what future job opportunities might be available to them. Yamatji position descriptions have been designed to clarify the role, how it fits into the bigger picture, and how performance against that role job will be measured. We use position descriptions in the recruitment process when appointing people, but we also use them to set performance expectations and provide feedback about how the holder of the job is delivering against what is required. We also use the job description to assess training and development requirements employees may have, relative to the role.

Job Purpose:

The Lands Project Coordinator, reporting to the Lands Team Manager, plays a key role in advancing the Yamatji land estate as outlined in the Yamatji Nation Indigenous Land Use Agreement (ILUA). Dedicated to promoting Yamatji Social, Cultural, and Economic Benefit, the position involves prioritising, coordinating and managing the Land Team's strategic project planning and execution. This includes portfolio management, project management, land transfer stakeholder engagement, and effective information dissemination, contributing to the overall development and delivery of Yamatji land estate and associated projects.

Main Duties/Responsibilities:

- Planning and executing strategic projects through project management, research, stakeholder engagement, admin support and information dissemination.
- Project portfolio management, including development of criteria for project assessment and prioritisation. Development of project management framework to ensure consistency, transparency and repeatability with regards to project assessment, management and status reporting.
- Prepare grant applications and business cases for development of land estate (in conjunction with the Nation Building and Grants Officer).
- Proactively build professional and collaborative relationships with key stakeholders in the lands space (government agencies, private landowners, not-for-profits, and private industry etc).
- Lead projects that contribute to the delivery of the Yamatji Nation Indigenous Land Use Agreement.
- Management of land transfer under the ILUA, documenting all processes thoroughly.
- Design and refine research methodologies, ensuring relevance, reliability, and ethical considerations.
- Draft correspondence and reports relating to land and project activities.
- Aligning with the organisations risk framework, develop project risk assessment criteria and identify potential risks and obstacles to project success.
- Develop risk mitigation strategies and contingency plans to minimise impact.
- Liaise with external stakeholders and government agencies as required.
- Interpret research findings and draw evidence-based conclusions.
- Write reports (including board reports) to summarise results, make meaningful recommendations.
- Maintain and update project databases and spreadsheets.





SKILLS AND EXPERIENCE

Mandatory or Legislative:

- Proven experience in managing projects, with a focus on development and planning.
- Demonstrated experience in land management, project management, legal administration or relevant research disciplines.
- Previous experience working in a collaborative team environment.
- Excellent on-line research capability and understanding of qualitative and quantitative data sets.
- Proven communication skills (written and verbal) and strong ability to influence outcomes
- Demonstrated competence in computer applications including MS Office (Word, Excel, Outlook) use of data bases, web searches.
- Willingness to travel for work.
- Demonstrated experience in initiating, developing, and maintaining collaborative working relationships with key stakeholders.

Desirable:

- 5 years of experience in a project management role within the development sector.
- GIS experience is desirable.
- Tertiary qualifications in a relevant field (e.g., land management, land use planning, environmental science, legal studies, business administration or aboriginal studies).
- Familiarity with indigenous land rights and agreements.
- Project Management Certification or relevant experience.

Capability Requirements:

- **Core Capabilities:** Self-Awareness, Collaboration, Flexibility & Adaptability, Future Focused, Influence, Business Acumen
- **Business Enablers:** Stakeholder Management, Governance, risk and compliance, Finance Technology, Project delivery, Procurement and contract management
- **Technical Capabilities:** Heritage & Cultural Management, Community Engagement, GIS
- **Leadership Capabilities:** Manage & Develop Others, Communicate with Purpose & Clarity, Influence with credibility, Manage Productivity, Produce Results', Manage Profitability
- **Strategic Capabilities:** Vision, Lead & Embed Change, Enable Growth, create a High-Performance Culture
Navigate a Path through Complexity

**For any inquires please contact our Lands Manager Andrew Close on 0460 765 279
To apply please go to SEEK - www.seek.com.au**

