



YSRC LANDS PROJECT OFFICER – POSITION DESCRIPTION

Job Title:	Lands Project Officer
Job Type:	Full Time
Location:	Geraldton / Perth
Manager:	Lands Manager
Salary:	\$85,000 – \$90,000 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 Officer, 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 supporting the Lands Team in strategic project planning and execution. This includes project management support, research, analysis, stakeholder engagement, administrative support, and effective information dissemination, contributing to the overall development and delivery of Yamatji land initiatives.

Main Duties/Responsibilities:

- Provide support to the Lands Team in planning and executing strategic projects through project management, research, analysis, stakeholder engagement, admin support and information dissemination.
- Assist with writing grant applications and business cases for development of land estate.
- Proactively build professional and collaborative relationships with key stakeholders in the lands space (government agencies, private landowners, not-for-profits, and private industry etc).
- Support the delivery of the Yamatji Nation Indigenous Land Use Agreement obligations and opportunities.
- Develop and maintain the lands database of requirements to ensure a positive compliance status with relevant ILUA (and other) obligations
- Assist in the 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 activities.
- Liaise with various 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 databases and spreadsheets.





SKILLS AND EXPERIENCE

Mandatory or Legislative:

- 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.
- Good communication skills (written and verbal)
- 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:

- Experience in project management is desirable, with a focus on organisation and execution.
- 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

