Operations Coordinator, Cultural Fire

Job Description

Date Created:	**November 2026**
Reports to:	**Program Manager, Cultural Fire**
Status:	**Full-time**
Term	**Fixed term 1 year**
Direct reports:	**None**
Location:	**Alexandra**

The Taungurung Land and Waters Council (TLaWC) is the voice of the Taungurung people – a people with a strong sense of shared identity, self-determining in the management of Country and culture.

As a Registered Aboriginal Party, TLaWC upholds the interests of the Taungurung people with emphasis on economic, social and cultural well-being.

TLaWC's focus is to preserve the past, protect the present and strengthen the future of the Taungurung Nation, which occupies a large part of Central Victoria.

The CLM (Cultural Land Management) team progress Taungurung's CLM policy and program agenda, by leveraging rights and interests that are enabled in the Taungurung Recognition and Settlement Agreement and that are further supported by other State and Federal policies and programs.

CLM staff are required to be strong collaborators. Specific practices are described structurally, through a number of coordination groups and gatherings. These are established to share learning and collaboratively develop solutions for complex development problems. The coordination groups are also established to coordinate the development, documentation and application of specific methodologies for cultural land management governance, planning and practice A number of major projects provide a focus for our work

Primary Function

The Operations Coordinator, Cultural Fire will lead the development and delivery of the operational components of the Taungurung Cultural Fire Program. This Program aims to restore Taungurung Cultural Fire Knowledge and reinvigorate Cultural Fire Practice on Country, in line with the Values, Goals and Objectives of the Taungurung Nation. The operational components include the planning, delivery and review of at least two cultural burns on Country per year.

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Key Duties

- Consult with other TLaWC staff, Taungurung Rangers and the Taungurung community to identify and describe priorities, perspectives, protocols and practices for planning and delivering cultural fire on Country.
- Contribute to processes which support the Taungurung community in the reactivation of Taungurung Cultural Fire knowledge and practice.
- Prepare the necessary documentation and processes for delivering at least two cultural burns on Taungurung Country each autumn.
- Ensure the procurement, register and maintenance of necessary equipment, tools, PPE and other related equipment.
- Support other operational components of the Taungurung Cultural Fire Strategic Plan and program evaluation.
- Provide advice to support the development and implementation of cultural fire management plans for Taungurung owned properties, and to inform dialogue with State land and fire managers to develop cultural fire (and potentially ecological fire) management plans on Public Land.
- Provide advice to Biik Land Management to develop an Ecological Fire service offer and establish partnerships with DEECA and other relevant agencies for delivery
- Provide advice to the organisational and Human Resource policies and procedures required to support the Cultural Fire Program operationally
- Contribute to the development and implementation of monitoring (results of reading country) programs to determine the effects of Cultural Fire practice (healing).
- Comply with all safety policies, procedures and work instructions to support a safe work environment for all staff

Role Requirements

- Tasks that involve a degree of flexibility such as walking on uneven surfaces
- Driving off road across a variety of landscapes and gradients
- Long periods of time spent sedentary at a desk
- Reasonable level of health and fitness required to perform the inherent requirements of the role
- Successfully pass a Working with Children Check

Key Selection Criteria

Essential capacities

1. **Relevant tertiary qualifications or industry experience** in any of the following: Cultural Land Management, land and fire management, fire ecology, natural resource management, community development.
2. Proficient **Geographic Information System** skills relating to the collection, manipulation, analysis, communication and management of spatial datasets.
3. Understanding and commitment to **strength-based development** and cultural land management.
4. Excellent **project management** skills, including management of contracts, contractors and milestone delivery and reporting.
5. Well developed analytical and complex **problem-solving skills**.
6. A demonstrable ability to **engage with stakeholders, colleagues, community members and program partners** to gain cooperation and commitment.
7. Highly developed verbal and written **communication skills**.

Personal Attributes

- Good professional judgment and confident decision-making in relation to core duties
- Strong leadership skills and experience
- High ethical standards and personal integrity
- Cultural safety competence
- Ability to maintain confidentiality in relation to sensitive information
- Strong organising and time management habits
- A high degree of emotional intelligence.

To work with TLaWC applicants must have

- An understanding of the importance of country to Traditional Owners and the recognition of Taungurung as Traditional Owners
- An ability to communicate sensitively and effectively with Traditional Owners
- A commitment to self determination

- Adherence to the code of conduct

Key Performance Indicators

Establishment of a Taungurung Cultural Fire Operations Plan.

a. Co-design the organisational and Human Resource policies and procedures required to support the program operationally.

b. Develop a detailed annual 12-month 'Work plan', including budget allocations.

c. Development of a range of Culturally informed 'Burn Planning processes and documents' that are fit for purpose. This includes pathways for Cultural Fire and for Biik delivery of ecological fire.

2. Lead the coordination, preparation and delivery of Cultural Burns (and other burns) and support delivery of other fire opportunities by Biik.

3. Taungurung Cultural Fire Knowledge is re-established in a contemporary setting, Practice is being actively applied and evaluated. Two cultural burns delivered on Country per year.

4. Development and delivery of project and program outcomes on time and budget.

5. Development of project and work plans and aligned reporting.

I_____(Name) understand the inherent requirements of this role

Sign_____ Date_____