TAUNGURUNG
LAND & WATERS COUNCIL

Program Manager, Cultural Fire

Position Description

Date Reviewed:	**October 2026**
Reports to:	**Director, Cultural Land Management**
Status:	**Full-time**
Term:	**Fixed term 2 years**
Direct reports:	**Cultural Fire Operations Coordinator**
Location:	**Alexandra, with flexible arrangements available at TLaWC**

TLaWC

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 Program Manager, Cultural Fire will oversee the development and implementation of a Taungurung Cultural Fire Program that restores Taungurung Cultural Fire Knowledge and reinvigorates Cultural Fire Practice on Country, in line with the Values, Goals and Objectives of the Taungurung Nation.

Key Duties

- Lead the development of Taungurung Cultural Fire Strategic Planning, including Strategy, annual planning, an operational implementation plan, and program evaluation.
- Support the Taungurung community in the reactivation of Taungurung Cultural Fire Knowledge and Practice.
- Lead implementation of the Taungurung Cultural Fire Program and be the key contact point at TLaWC for State Land and Fire Management agencies and other partners including Private Land holders.
- Establish opportunities for Taungurung people to heal, apply, monitor and adapt fire practice that gives effect to cultural objectives and to heal Country, in collaboration with other CLM Programs, the Biocultural Knowledge Emergence team and Biik Land Management team.
- Develop and implement cultural fire management plans for Taungurung owned properties, and work in partnership with State land and fire managers to develop cultural fire (and potentially ecological fire) management plans on Public Land.
- Collaborate with Biik Land Management to develop an Ecological Fire service offer and establish partnerships with DEECA and other relevant agencies for delivery.
- Co-design the organisational and Human Resource policies and procedures required to support the Program strategically, tactically and operationally.
- Coordinate and engage with other Nations and the State in program implementation, learning and future policy development.
- Establish Cultural Fire and related research partnerships including monitoring programs to determine the effects of Cultural Fire practice.
- 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

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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, waterway/catchment management, community development, social sciences.
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 staff and milestone delivery and reporting.
5. Highly developed analytical and complex **problem-solving skills**.
6. A demonstrable ability to **engage with stakeholders, colleagues, community members and 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 organizing 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

1. Establishment of a Taungurung Cultural Fire Strategic Plan.

a. Lead development of external facing Cultural Fire Strategy, describing the objectives and outcomes of a Taungurung Cultural Fire Program

b. Co-design the organisational and Human Resource policies and procedures required to support the program strategically, tactically and operationally.

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

d. Co-create an internal and external relationships analysis and define who within TLaWC holds each

e. 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. Taungurung Cultural Fire Knowledge is re-established in a contemporary setting, Practice is being actively applied, and the health of Country is being measurably improved as a result.
3. Taungurung's Cultural Fire Program is embedded in a culturally appropriate way, into land and fire management in Victoria.
4. Develop framework for the Country Advisor role within TLaWC
5. Development of project and work plans, annual and final reporting.
6. Development and delivery of project and program outcomes on time and budget.

I_____(Name) understand the inherent requirements of this role

Sign_____ Date_____