The Creative Producer Aboriginal Culture and Heritage is responsible for creating, developing and overseeing successful delivery of impactful and multidisciplinary interpretive programs for diverse audiences at Royal Botanic Gardens Victoria. In consultation with Aboriginal community, this position leverages the knowledge and expertise of Aboriginal Elders and staff to interpret and illuminate RBGV’s significant sites, living collections and plant science, as well as providing context for deeper understanding of Aboriginal heritage and culture, deploying a range of innovative program methods. The Creative Producer Aboriginal Culture and Heritage will be a dynamic programs leader, ensuring high quality program outcomes that facilitate a deep understanding of the role individuals can play to support the Australian Aboriginal community and environmental resilience.

Vision
Our vision is a flourishing community and healthy planet, sustained and enriched by plants. Through iconic landscapes, horticultural excellence and scientific eminence we will make an enduring contribution to this vision.

Plants, along with fungi and algae, are fundamental to life on Earth. They provide the air we breathe, the food we eat, many of the medicines that heal us, and habitat and shelter for our planet’s wildlife. They give our lives meaning and inspiration. We prosper and our planet benefits when we understand, appreciate and protect plants for their life-giving qualities. The actions we all take should be based on our knowledge and respect for plants.

Mission
Our mission is to use our two remarkable gardens, our innovative science, and our skills at sharing knowledge, to help the community understand and value plants. We will seek every opportunity to interact with people, from all walks of life and wherever they live. By engaging with our local communities, attracting visitors to our gardens and connecting with people online, we will achieve our vision.

In all our interactions we will be creative, open, brave and remarkable as we look for every opportunity in our roles to advance the understanding and appreciation of plants. Our values guide our decision-making and behaviour and determine how we will act as we achieve our vision.

Strategic overview
Our strategic focus for the next five years is encapsulated in four themes supporting our vision and mission:

1. Discovery and sharing knowledge
2. Inspiring plant learning
3. Creating special places
4. Towards a sustainable future.
Key accountabilities

- In consultation with Aboriginal community, team and Elders, develop and oversee the delivery of an engaging suite of multidisciplinary Aboriginal culture and heritage programs, whilst deploying a range of contemporary programming methods that are culturally appropriate, insightful and engaging for participants.
- Manage and lead the Aboriginal Culture and Heritage team to deliver outstanding, innovative and high quality programs, including resourcing, developing and coaching the team to ensure required skills and team capabilities.
- Develop and maintain appropriate partnerships for Aboriginal Culture and Heritage programs at RBGV, including with First Peoples organisations, government, private and NFP sector.
- Use subject matter expertise to advise and influence internal stakeholders on the development, review, monitoring and improvement of programs, policies, protocols and practices relating to Aboriginal culture and heritage.
- In addition to being a key contributor to annual budgets and mid-year reviews, prepare and manage budgets, contracts and key program documentation, contributing to procedural and process improvement/s along the way.
- Contribute effectively to timely planning, reporting and monitoring processes, including budgets as required.
- Effectively ensure projects, records and work activity are within acceptable risk levels.
- Comply with regulations and standards including the Victorian Public Sector Code of Conduct and RBGV policies and procedures.
- Work as a collaborative and creative member of the team, developing positive and professional staff and stakeholder relationships to achieve organisational priorities.

Resource management

<table>
<thead>
<tr>
<th>No. of employees directly reporting</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of employees reporting indirectly</td>
<td>Nil</td>
</tr>
<tr>
<td>Operating budget:</td>
<td>TBC</td>
</tr>
<tr>
<td>Expenditure within delegation</td>
<td>TBC</td>
</tr>
</tbody>
</table>
Key interactions

- Aboriginal Heritage Guides (Melbourne and Cranbourne)
- Engagement and Impact division broadly, including Programming, Marketing and Business Development teams
- Other RBGV teams as required, such as Horticulture and Science
- Government and non-government partners, external suppliers and contractors

Inherent challenges of the role

- Exercising appropriate social protocols in relation to potentially culturally sensitive issues
- Ensuring all Indigenous content of RBGV programs and interpretation demonstrates appropriate integrity and respect
- Developing and delivering successful public programs to existing audiences whilst also growing new audiences and partnerships for RBGV

Success profile

Education / Qualifications / Specialist training

- Tertiary qualification in a discipline relevant to interpretive programs in a public programming context, for example Science, Education, Horticulture, Humanities, and/or relevant and commensurate experience suitable to the role
- People of Aboriginal and Torres Strait Islander background are ideally suited to this role. Candidates with a demonstrated ability to build effective professional networks with local Aboriginal communities are also welcome to apply.

Experience / Knowledge

- Five+ years’ experience in the research, development and delivery of culturally sensitive programs in a public programming context, with specific experience collaborating with Aboriginal communities and Elders
- Considerable breadth of knowledge of Australian Aboriginal culture with sound Aboriginal community networks
- Clear understanding of how science, environment, arts and interactivity align to generate innovative and impactful experiences for audiences
- Experience producing public program and interpretive information in a cultural or environmental organisation
- Experience managing and leading a high-performing team

Skills & attributes

- Strong leadership skills with an ability to engender trust and effectively develop teams
- Highly creative with the ability to generate and collaborate fresh concepts/approaches to interpretation and participation across age range/s and interest levels, grounded in the changing needs of RBGV audiences
• Demonstrated experience and excellence in program development, implementing new technologies and approaches
• Excellent written, verbal and interpersonal communication skills with an ability to forge partnerships, influence stakeholders and communicate program outcomes to diverse audiences
• Exceptional project management skills with experience preparing and managing budgets, contracts, timelines and documentation
• Outstanding judgement, with an ability to approach a problem flexibly and generate multiple solutions
• A commitment to self-directed learning, remaining abreast of global trends and innovation in this area

Other
• Current Victorian Driver’s Licence
• Police Check
• Requirement to work across locations with flexibility to work weekends

Approval (Refer to HRDF section 1 for further information)

Reviewed by Manager People & Culture

___________________________________________ Date ____________

Approved by Executive Director

___________________________________________ Date ____________