



Kimberley Land Council

Job Information Kit

TRUST ADMINISTRATOR/ABORIGINAL LIAISON OFFICER *Karntewarranginy Kurrumuluny Aboriginal Trust [KKAT]*

Background

The Kimberley Land Council Aboriginal Corporation (KLC) is an association of Aboriginal people in the Kimberley region. It is a peak regional community organisation.

The KLC was established in 1978 by Aboriginal people to work for the protection of traditional land and waters and is charged with the responsibility to protect, enhance and gain formal status (legal, social and political) for the customs, laws and traditions of Kimberley Traditional Owners.

As the Federal Government recognised native title representative body for the Kimberley region, the KLC has statutory functions under the *Native Title Act 1993*. In accordance with these functions, it assists Aboriginal people to obtain recognition of, and fully enjoy, their native title rights and interests. Operations of the KLC are funded primarily, but not exclusively, by the Department of Housing, Community Services and Indigenous Affairs.

The KLC is conscious of the dynamic change taking place in contemporary Aboriginal society, and emphasises the role of Kimberley Traditional Owners, our members, and communities in managing that change. In this context, it is dedicated to the development of a modern, sophisticated and innovative service to our members and the community.

An elected 32 member Board of Directors determines the organisation's priorities in all policy and operational matters. The Board, through the position of the Chief Executive Officer, monitors the progress of native title applications, and oversees the conduct of the organisation's affairs. The Executive Director has responsibility for the day to day operation and administration of the organisation.

The CEO is assisted in discharging this responsibility by a management team and staff with diverse skills and experience. The work associated with the various functions of the organisation is undertaken by teams consisting of project development officers, legal officers, field officers, land and sea management staff, administrative support staff and others located in Broome, Derby, Fitzroy Crossing and Kununurra.

POSITION: TRUST ADMINISTRATOR/ABORIGINAL LIAISON OFFICER
Karntewarranginy Kurrumuluny Aboriginal Trust [KKAT]

BRANCH: AGREEMENTS UNIT

LOCATION: KUNUNURRA

RESPONSIBLE TO: KKAT ADVISORY COMMITTEE AND KLC CEO OR DELEGATE

CLASSIFICATION: KLC EXECUTIVE LEVEL 1.0 *Negotiated Dependent on Experience*

ROLE DESCRIPTION

The Administrator is responsible for establishing and implementing administrative and governance processes for the Karntewarranginy Kurrumuluny Aboriginal Trust to meet their obligations under the Kimberley Nickel Mine Agreement and Corporations and Trust Law.

The role is also responsible for developing and maintaining effective communication between all stakeholders. Specifically, the Aboriginal Liaison Officer is responsible for developing and maintaining effective relationships between Savannah Nickel Mine, Traditional Owners and other indigenous community members.

REPORTING TO: Karntewarranginy Kurrumuluny Aboriginal Trust Advisory Committee and KLC CEO or delegate.

KEY RESPONSIBILITIES – TRUST ADMINISTRATOR

1. Key performance indicators are directly linked to the Kimberley Nickel Mine and Copernicus Co-existence Agreement (To be referred to as the Deed);
2. Liaise between parties in relation to matters related to the Deed;
3. Liaise with government, industry and non government organisations as required by the Deed;
4. Assist Kija Traditional Owners in relation to duties as Karntewarranginy Kurrumuluny Aboriginal Trust Advisory Committee members including arrangements for Committee members to participate in training related to governance;
5. Provide regular reports on activities and actions to the KKAT Advisory Committee and KLC;
6. Participate in consultation on behalf of Traditional Owners with Savannah Nickel Mine in relation to operations and other matters contemplated by the Deed;
7. Receive notices and correspondence on behalf of Karntewarranginy Kurrumuluny Aboriginal Trust;
8. Ensure maximum participation of Traditional Owners that affects them under the Deed;

9. Provide overall administrative and management support for implementation of the Deed to ensure outcomes are delivered;
10. Provide strategic advice to Traditional Owners to include Karntewarranginy Kurrumuluny Aboriginal Trust Advisory Committee in relation to opportunities arising from the Deed;
11. Ensure administrative policies and procedures are in place and rendered effectively in accordance with the Deed;
12. Manage administrative and financial requirements for Karntewarranginy Kurrumuluny Aboriginal Trust and its members including development of budgets, operational plans and audit reports and ensuring all Trust distributions are carried out in accordance with rules and procedures as established and amended by the KKATC and the broader Kija group;
13. Ensure all records are kept and recorded in accordance with the Deed, Karntewarranginy Kurrumuluny Aboriginal Trust and the KLC policies and procedures;
14. Provide training/mentoring to the Assistant Administrator; and
15. Other duties as required not inconsistent with the above.

KEY RESPONSIBILITIES – ABORIGINAL LIAISON OFFICER

16. Assist in the development and implementation of actions and strategies as required to satisfy the requirements of the Principles for the Agreement between the Traditional Owners and Savannah;
17. Participate in the implementation of cross-cultural awareness initiatives as directed by KKATC;
18. Identify and present the needs, issues, concerns and aspirations of the Traditional Owners and the local aboriginal communities to KKATC and Savannah;
19. Assist as required Aboriginal employees of Savannah and contractors at Savannah;
20. Maintain records of concerns and actions that are relevant to the TO group in accordance with Deed, Kurrumuluny Aboriginal Trust and KLC policies and procedures;
21. Prepare and present reports to the KKATC at meetings as required;
22. Regularly liaise with employment providers, Savannah and their contractors, schools, tertiary education institutions and training providers to increase Aboriginal employment and vocational training opportunities for local indigenous people;
23. Act as a source of information between Savannah and community groups on community development initiatives and any other related matters;

24. Assist the Commercial Manager to ensure local community members are informed and can participate in community development initiatives and programs;
25. Provide assistance to Savannah staff and consultants in undertaking community field work in the region;
26. Liaise between local community members, staff and external consultants to develop effective relationships and communications between all parties;
27. Promote positive communication between Savannah and all community stakeholders to ensure positive community outcomes; and
28. Other duties as requested not inconsistent with the above.

ESSENTIAL CRITERIA:

1. Demonstrated experience in working with and maintaining effective relationships with Indigenous communities in regional locations;
2. Demonstrated knowledge of contemporary management principles and practices within commerce or government at a strategic level;
3. Knowledge of statutory, legal and contractual obligations related to administering agreements;
4. Demonstrated planning, implementation and management of complex projects including meeting project milestones;
5. Experience in corporate governance preferably relevant to cross cultural organisations;
6. Good oral and written communication skills;
7. Demonstrated experience in training/mentoring staff;
8. Knowledge of funding procedures and requirements and basic accounting;
9. Co-operative nature and ability to work as part of a small team; and
10. Current 'C' Class driver's licence.

DESIRABLE:

1. Knowledge in economic, financial, statutory/legal and human relations management.

SALARY AND CONDITIONS

The position is identified as KLC Executive Level 1.0 starting at \$69,266 (negotiated dependent on experience), plus allowances.

The Kimberley Land Council is a Public Benevolent Institution (PBI) for income tax purposes and therefore capped Fringe Benefits Tax free. Salary sacrifice arrangements are available.

Entitlements include 5 weeks annual leave, remote area district allowance, rental subsidy, air conditioning allowance and annual airfare.

Please forward your application addressing the Selection Criteria and providing contact details for three referees to:

Sarah Parriman
Corporate Services Support Officer
Kimberley Land Council Broome Office
Email: sarah.parriman@klc.org.au
or by post:
PO Box 2145
Broome WA 6725
Ph: (08) 9194 0100

For further information about the position, please contact Anne Sigley on 9194 0190 or by email anne.sigley@klc.org.au

Closing date for applications: Friday 19 February 2010