



## **Kimberley Land Council**

### **Job Information Kit**

#### **ASSISTANT TO THE MANAGER NATIVE TITLE SERVICES BROOME**

##### **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:** Assistant to the Manager of Native Title Services Unit  
**Section:** Native Title Services Unit  
**Location:** Broome  
**Report To:** Manager Native Title Services Unit  
**KLC Level:** 3.0 - 4.2 (depending on qualifications and experience)

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**ROLE DESCRIPTION:**

The role of the Assistant to the Manager of Native Title Services Unit is to provide administrative and organisational support to the Manager and the Native Title Services Unit. They will also assist in the coordination of meetings and travel, the maintenance of filing systems and other general office duties as required.

**DUTIES:**

1. Maintain the Unit Manager's diary and appointments organise travel itineraries and prepare briefing files as requested;
2. Assist in the organisation of Unit staff meetings, workshops and training including the preparation of agendas and documents, recording of meeting minutes and the organisation of venue, travel, accommodation and budget preparation and monitoring;
3. Operate purchasing functions for the Unit as delegated and in accordance with KLC purchasing policy;
4. Monitor the Unit Manager's emails, print and file relevant documents as directed;
5. Prepare correspondence under the direction of the Unit Manager;
6. Screen phone calls and routine enquiries for the Unit Manager;
7. Maintain the Unit's operational systems as per KLC policy and procedures;
8. Assist to monitor and maintain as per KLC policy and procedures the Units operations including staff timesheets, minutes from Native Title Claim Group meetings and expenditure information;
9. Assist the Unit in the preparation of information for financial and operational reports;
10. Assist with Unit activities such as Native Title claim group meetings and special projects as required; and
11. Perform any other duties consistent with the above as directed from time to time by the Unit Manager.

**Essential Selection Criteria:**

1. Good oral and written communications skills and reasonable literacy skills;
2. A certificate/diploma in administration or office procedures or equivalent experience;
3. Demonstrated high level of motivation and ability to take initiative for projects with minimal supervision;
4. Experience with personal computers including word processing and database applications, and spreadsheet/accounting and purchasing software packages;
5. Good organisational, administrative, financial and time management skills;
6. Ability to work independently and cooperatively as part of a team;
7. Experience in working with Aboriginal people; and
8. Current drivers licence.

**Desirable:**

1. Experience working for a Native Title Representative Body or Aboriginal Corporation;
2. Understanding of the cultural, social, economic and political issues that affect Indigenous people in the Kimberley; and
3. Knowledge of corporate governance and government funding guidelines.

## **Salary and conditions**

Base salary in the range \$40,411 - \$49,230 negotiated upon demonstrated qualification and experience. Superannuation of 9% and additional salary allowances apply, which include district allowance, annual airfare, air-conditioning and rental assistance where applicable. 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, 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  
By Email: [sarah.parriman@klc.org.au](mailto: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 Erika Blades at the Broome Office on 9194 0100 or by email [erika.blades@klc.org.au](mailto:erika.blades@klc.org.au)

**Closing date for applications: COB Thursday 11 March 2010**