



**Under Section 50D of the Equal Opportunity Act 1984 Aboriginality is considered to be a genuine occupation qualification for this position**

---

<b>POSITION:</b>	Project Coordinator – Agreements Unit
<b>BRANCH:</b>	Agreements Unit
<b>LOCATION:</b>	Kununurra
<b>RESPONSIBLE TO:</b>	Trust Manager
<b>CLASSIFICATION:</b>	KLC Level 6.0 – EL1.0 negotiated upon demonstrated qualifications & experience
<b>CONTRACT DURATION:</b>	12 Months (subject to funding - <i>with opportunity to extend for further 12 months subject to funding</i> )

---

### **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* (Cth) 1993. In accordance with these functions, it assists Aboriginal people to obtain recognition of, and fully enjoy, their native title rights and interests. Native Title Operations of the KLC are funded primarily, but not exclusively, by the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

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 determines the organisation's priorities in all policy and operational matters. The Board, through the position of the Executive Director, monitors the progress of all KLC activities, and oversees the conduct of the organisation's affairs. The Chief Executive Officer has responsibility for the day to day operation and administration of the organisation.

The Chief Executive Officer 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 native title officers, legal officers, land and sea management staff, administrative support staff and others located in Broome, Derby, Fitzroy Crossing and Kununurra.

## **DUTY STATEMENT**

---

### **Role Description:**

As part of their rights under the Native Title act and Aboriginal Heritage Act Traditional Owners have the right to negotiate over interests in their traditional lands. The Project Coordinator will initially work on their own to ensure compliance with external parties. In particular the Project Coordinator will be responsible for overseeing the implementation and continued compliance with existing agreements.

### **Duties:**

1. Overall management of commercial contracts as they relate to the traditional owners of the area;
2. Day to day responsibility for coordination of the contracts;
3. Act as the primary contact between various commercial companies in relation to timeframes, meeting coordination and all other matters;
4. Manage communication and information for the project and establish processes for reporting and information flow;
5. Ability to report on the performance of commercial contract projects, including the collection and preparation of information for output reporting;
6. Manage and establish own budget with the assistance of the Manager and external reporting requirements and identify resources for the project;
7. Co-ordinate contractual obligations, project objectives and milestones;
8. Monitor progress to ensure deadlines are met and compliance with any contracts, funding guidelines or other requirements;
9. Provide regular reports to the Trust Manager on progress and issues that arise during the course of the project;
10. Monitor and maintain as per KLC policy and procedures, the projects operations;
11. Participate in KLC Regional Teams planning and activities;
12. Liaise with other KLC staff in relation to the project; and
13. Comply with KLC Policy and Procedures at all times.

## SELECTION CRITERIA

***Please note that it is essential your application addresses each of the selection criteria by providing information about your qualifications, experience and skills as they relate to each one.***

### **Essential:**

1. Aboriginal or Torres Strait Island decent - *Under Section 50D of the Equal Opportunity Act 1984 Aboriginality is considered to be a genuine occupation qualification for this position;*
2. Demonstrated experience in project or area management, including the management of budgets;
3. Proven leadership and team building skills;
4. Demonstrated experience in negotiating and problem solving;
5. Knowledge of contracts including ability to analyse and establish best practice;
6. Excellent communication skills and the capacity to liaise effectively at all levels;
7. Excellent analytical and conceptual skills and ability to deal with large volumes of information;
8. Experience with personal computers including word processing and database applications, spreadsheets and presentation software packages;
9. Ability to apply skills to new areas of work;
10. Understanding of the cultural, social, economic and political issues that affect Indigenous people.

### **Desirable:**

1. Tertiary qualifications in Community development/management or equivalent experience;
2. Knowledge of corporate structures and governance models.

### **Other:**

1. Current driver's licence;
2. Preparedness to travel in the course of work, including by air; and
3. Willingness to provide a Western Australian Police Clearance.

## **SALARY & CONDITIONS**

The position is identified as KLC Level 6.0 to EL1.0 with a salary range between \$61,915 to \$74,298 negotiated upon demonstrated qualification and experience. Superannuation of 9% and additional salary allowances apply, which include district allowance at \$8,969 (non dependent rate) or \$13,166 (dependent rate), annual airfare, air-conditioning and rental assistance where applicable and 5 weeks annual leave.

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.

**Contract Duration:** 12 months subject to funding, with the opportunity for further 12 months subject to funding. A three (3) month probationary period applies.

**APPLICATIONS CLOSE:** Extended TBA

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

HR Coordinator  
Kimberley Land Council  
By Email: [hr@klc.org.au](mailto:hr@klc.org.au)