



Kalumburu Aboriginal Corporation

POSITION DESCRIPTION

Position Title	:	Manager
Location Base	:	Kalumburu
Reporting to	:	Board
Supervises	:	Program Staff & Trainees
Contract Period	:	12 Months (3 month probationary period) optional further 12 Months
Hours per week	:	38 hours per week
Salary Package	:	Excellent package (Dependent on skills and experience) Including: <ul style="list-style-type: none">- Wage component- 9.5% Superannuation- Relocation Expenses to and from Kalumburu- Fully furnished Accommodation provided- Private use Vehicle- Quarterly Remote Leave (3 weeks p.a.) plus Travel Allowance- 6 Weeks Leave plus Travel Allowance- 10 Sick days leave per year

Special Requirements:

National Police Clearance
WA Working With Children Check

Overview of Role:

The Kalumburu Aboriginal Corporation (KAC) is the main representative body for the people of Kalumburu. KAC has been operating since the early 1980's and has a turbulent past affected by change in government funding and priorities and the challenging social setting in which it operates. KAC is entering a new phase in which it is clarifying its purpose and vision and looking to the future to be a strong leader and advocate for its members and community.

The program manager is envisioned to be responsible for all programs & services under the jurisdiction of the organisation. These currently include HACC (Aged Care), Community Resource Centre, Centrelink Agency & Youth Services. It also includes several capital renovation projects and ongoing management of land leases (including Carson River Station Pastoral Lease,) residential and commercial properties within Kalumburu.

In addition, as the key manager role on the ground, the Program Manager will provide oversight of KAC meetings & liaison with KAC Directors & Chairperson.

Key Responsibilities of the Role:

1. Oversee development and coordination of programs and services managed by KAC
2. Actively seek out ways to expand and improve programs and services through grant writing, liaison and collaboration with government and philanthropic organisations & staff development and training.
3. Proactively engage and collaborate with other local services, organisations and people working at Kalumburu to ensure all services and programs are delivered effectively through collaborative efforts and in a holistic manner for the benefit of the people of Kalumburu.
4. Interpret KAC's strategic vision into practical, workable actions for the development of the corporation and the benefit of its members.
5. Undertake administrative tasks as required by Management & Directors.
6. Manage KAC's assets including managing scheduled and ad-hoc maintenance, facilitating tenant relationships & managing the accommodation facilities.

Selection Criteria Essential

1. Extensive skills and experience in developing and delivering community/social programs and services in an indigenous setting.
2. Strong communication and leadership skills demonstrated through previous management role
3. Tertiary qualifications in human services, community development or related field
4. A minimum of 5 years experience in a management role
5. Demonstrated experience effectively managing staff and leading a team.

Desirable Criteria

1. Experience working in a remote indigenous community.
2. Demonstrated understanding of asset management and commercial tenancies.
3. Experience working in land management or operating within pastoral leases
4. Demonstrated experience in managing capital projects