

**Kalumburu Aboriginal Corporation**

POSITION DESCRIPTION

**Position Title: Project Officer**

**Location Base: Kalumburu**

**Reporting to: Business Manager**

**Supervises: Relevant staff, trainees & volunteers**

**Contract Period: 12 months (3 month probation)**

**Hours per week: 38 hours per week**

**Salary Package: - Wage component between $70,000 - $80,000**

 **- 9.5% Superannuation**

 **- Relocation Expenses to and from Kalumburu**

**- Fully furnished Accommodation provided**

**- 4 Weeks Leave plus Travel Allowance**

**- Additional 3 weeks remote leave per annum**

 **- 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 project officer is tasked with ensuring the day to day activities are planned, actioned and supervised to achieve funding and corporation objectives.

**Key Responsibilities of the Role:**

1. Direct supervision of programs and services managed by KAC
2. Actively seek out ways to improve program delivery & ensure the Corporation delivery quality services and programs aligning with the Corporation business plan.
3. Proactively engage and collaborate with other local services, organisation’s 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. Undertake administrative tasks as required by the Administration and Business Manager.
5. Manage KAC’s assets including managing scheduled and ad-hoc maintenance, facilitating tenant relationships & managing the accommodation facilities.
6. Supervision of local projects, capital works and facilities to ensure work is completed in a timely manner and meeting the project objectives.

**Selection Criteria**

**Essential**

1. Extensive experience supervising projects and demonstrated commitment to delivering projects in a timely manner and to a high standard.
2. Experience working with indigenous staff within a remote service delivery model.
3. Demonstrated practical experience in facility maintenance and management.
4. Ability to work independently, show initiative whist being accountable to management
5. Ability to report and communicate effectively through various media.

# Desirable Criteria

1. Trade qualification or demonstrated practical experience in trade work.
2. A strong operational understanding of using Office and Web based products such as email, cloud storage, internet networks.
3. Previous experience in hospitality/accommodation industry