



APPLICANT JOB PACKAGE

BUSINESS DEVELOPMENT OFFICER

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Application

All applications are to include:

- Completed Application Form, signed and dated
- Statement addressing each Selection Criteria
- Resume
- All other relevant documentation

Submission of Applications

Applications can be submitted by post, email or facsimile (marked Private and Confidential) as follows:

Post: Business Development Officer Position
Karlka Nyiyaparli Aboriginal Corporation
c/- PO Box 8546
PERTH WA 6849

Email: info@pbconsult.com.au

Facsimile: 08 9227 6390

Enquiries

All enquires can be directed to Tim Slate at Palisade Business Consulting on 08 9328 6262.

Closing Date

The closing date for applications is **5pm (WST) Wednesday 11 September 2013**

1 Job Advertisement



Business Development Officer, Pilbara, WA

Karlka Nyiyaparli Aboriginal Corporation (Karlka) represents the Nyiyaparli traditional owners in the Pilbara region of Western Australia. Karlka is the appointed agent to manage mining agreements and advance the interests of the Nyiyaparli People through the financial and other benefits generated through these agreements.

Karlka has an exciting opportunity for a highly motivated person to support the development of exciting new business opportunities currently being developed by the organisation, on behalf of Nyiyaparli traditional owners.

Based in Port Hedland, the Business Development Officer will work closely with the Business and Workforce Development Manager on a range of processes within business development, commercial operations, employment and training.

An attractive remuneration package will be offered with the option of salary sacrifice.

The successful candidate will possess:

- Excellent organisational skills and experience in business administration, project management and report writing.
- Skills and experience in promoting, recognising and acting on new business development opportunities.
- Confidence and the ability to build and maintain relationships with commercial partners, government stakeholders and local community organisations
- Enthusiasm and initiative to support Nyiyaparli businesses and contractors as they tackle the opportunities and challenges of operating in the Pilbara
- A strong commitment to working collaboratively to achieve positive social and economic change for the Nyiyaparli community.

For further information about the position please contact Jack James or Tim Slate, Palisade Business Consulting on (08) 9328 6262. To obtain the selection criteria and position duties/responsibilities (Applicant Job Pack) please email: info@pbconsult.com.au or you may download the Applicant Job Pack from the ORIC website: www.oric.gov.au.

Applications close 11 September 2013

2 Selection Criteria

The following criteria reflect the abilities, qualifications, experience, standard of work performance and personal qualities sought in the position. The completed selection criterion by the applicant is the equivalent of the "first interview" and provides an opportunity to showcase your relevant skills and experience. You must address all selection criteria. This selection criteria document forms part of the selection process, and applications that do not attach this document cannot be accepted.

Criterion 1

Proven administrative experience, including record keeping and proficiency in the use of Microsoft Office products (i.e. Outlook, Word, Excel and Power Point) with accurate word processing and data entry skills.

Criterion 2

Excellent organisational skills with ability to prioritise workload and experience in planning and coordinating meetings, booking travel and accommodation.

Criterion 3

Strong verbal and interpersonal skills, including the ability to liaise with people at all levels in an informative, accurate and positive manner.

Criterion 4

An ability to communicate effectively with commercial partners and Nyiyaparli businesses and promote a positive image of the organisation.

Criterion 5

Skills and experience in promoting, recognising and acting on new business development opportunities.

Criterion 6

A demonstrated ability to work independently with minimal supervision and as part of a team.

Criterion 7

A demonstrated understanding and recognition of the sensitivities in aboriginal engagement with contractors, employees and Karlka members. Previous experience working with indigenous organisations will be looked upon favourably.

Whilst not essential, it is desirable that candidates hold tertiary qualifications in business/ business administration or similar area.

3 Information about the position and Karlka Nyiyaparli Aboriginal Corporation

3.1 Information about the position

Key Responsibilities and Duties

Administrative support and customer service
<ul style="list-style-type: none">• Provide administrative support to the Business Workforce Development Manager (BWDM).• Prepare documents using Microsoft Office programs, including Outlook, Word, Excel and Power Point.• Provide excellent customer service to Karlka members and Nyiyaparli people
Meeting coordination
<ul style="list-style-type: none">• Coordinate, prepare for and manage meetings in conjunction with the BWDM and the management team as may be required.• Prepare and distribute agendas for meetings; take and distribute minutes where appropriate.• Plan and coordinate travel arrangements and itineraries for meetings as required.
Business Development & Stakeholder Engagement
<ul style="list-style-type: none">• Provide ongoing support to the BWDM and the management team in relation to business planning and project management.• Communicate directly with commercial partners and Nyiyaparli businesses• Assist with the development and maintenance of relationships with industry and government stakeholders and other local community organisations• Prepare submission documents, report writing, review and summarise important information
Compliance and reporting
<ul style="list-style-type: none">• Carry out research and prepare materials for meetings with stakeholders, internal staff and Karlka's Board of Directors.• Assist the BWDM to meet corporate compliance requirements of the organisation, including the preparation of briefings and regular written reports to Karlka's management team and Board of Directors.
General
<ul style="list-style-type: none">• Other duties as may be determined by the CEO or the management team arising from time-to-time.

Contract of Employment

A contract of employment will be negotiated via contact for an initial two year period.

Working hours

The position is offered as full time at a standard 37.5 hours per week.

Place of Work

The principal place of work (office) is located at the registered address of the corporation: Unit 1, 10 Wedge Street, Port Hedland.

Remuneration

Remuneration will be negotiated with the successful applicant in the range of \$90,000 to \$110,000 gross per annum.

Pay Frequency

The Corporation maintains a weekly payroll.

Probationary period

A three-month probationary period will apply. The performance review and process will be discussed with the successful applicant.

Annual Leave

A standard 4 weeks per annum for full time employees, pro-rata for part time employees.

Sick Leave

A standard 2 weeks per annum (cumulative) for full time employees, pro-rata for part time employees.

Cultural Leave

Two weeks leave per annum for full time Indigenous employees.

Superannuation

Superannuation will be paid at the SGF rate of 9.25% on the gross salary.

Salary Sacrifice

Salary sacrifice can be negotiated up to a level which does not cause any impost on the Corporation by way of Fringe Benefits Tax or other imposts.

Code of Conduct and Ethics

A code of conduct and ethics is being developed. The drafts will be discussed with all employees.

Confidentiality

All employees are expected to observe confidentiality relating to their knowledge and every day dealing with members, stakeholders and external agencies.

Human Resources Policies and Procedures

The corporation has adopted a range of policies and procedures and the Operations Manager is expected to ensure that these are adhered to.

In addition, policy development is required for the heritage survey services that are provided by the corporation.

3.2 Information about Karlka Nyiyaparli Aboriginal Corporation (“the Corporation”)**Objectives**

The Corporation represents the Nyiyaparli traditional owners in the Pilbara region of Western Australia. Nyiyaparli country is traditionally located to the south of the town of Marble Bar, and includes Newman and the pastoral stations of Roy Hill, Balfour Downs, Ethel Creek and others. The Nyiyaparli language is spoken by around 200 people. There are many more people who have a partial or passive understanding of the language, or who identify as being of Nyiyaparli heritage.

The Corporation is the appointed agent to manage mining agreements and advance the interests of the Nyiyaparli People through the financial and other benefits generated through these agreements.

Governance

Governance of the Corporation is delivered by the directors. There are 7 directors, who elect a Chairperson, a Deputy Chairperson and a Secretary. The directors have appointed a Secretary as required by the legislation. The duties of the Secretary are in practice managed between that person and the Chief Executive Officer (CEO).

Staffing

Currently the permanent staff consists of the CEO, a Business and Workforce Development Manager, an Operations Manager, two Heritage Coordinators (one located on Hedland and one at Newman), a receptionist, two Cultural Advisors, and a casual Supervisor of the gardening crew (located in Hedland).

Heritage services are provided by casual employment of numerous personnel. The heritage program servicing various companies is extensive and the corporation employs approximately 200 - 250 casual heritage workers during the year to deliver these services.

Permanent staff will increase depending on budget provisions and the Corporation's obligations.

Fleet vehicles

Currently the corporation has 4 staff vehicles and 6 heritage vehicles.

The corporation also owns a Coaster bus which is used for attendance at funerals and cultural events.

Members

The current membership of the Corporation is over 150 members and is growing.

The Corporation exists to provide a variety of services to its members. Many services will be delivered through the Trust funds which already exist, or are being established over the next few months.

4 Application Form

Position:
Business Development Officer – Karlka Nyiyaparli Aboriginal Corporation

Applicants Details		
Given name:	Family name:	
Street address:		
Postal address:		
Home Ph:	Work Ph:	Mobile Ph:
Fax:	E-mail:	
Are you an Australian citizen <i>or</i> have the status of permanent resident in Australia?		

Referee Contacts (provide name, position, phone number and organisation)	
<i>Referee No. 1</i>	<i>Referee No.2</i>

Applicants signature

Date