



Dja Dja Wurrung Clans Aboriginal Corporation

Position Description

General Manager – Economic Development (3 year contract)

Introductory

In March 2013, the Victorian Government and the Dja Dja Wurrung Clans Aboriginal Corporation (**DDWCAC**) (on behalf of the Dja Dja Wurrung traditional owner group) entered into a 'Recognition and Settlement Agreement' under the Traditional Owner Settlement Act 2010, which formally recognised the Dja Dja Wurrung people as the traditional owners for a large area in Central Victoria. DDWCAC is the 'traditional owner group entity' for the Dja Dja Wurrung people under the settlement. As such, DDWCAC is required to hold and manage the settlement on behalf of all Dja Dja Wurrung people.

The Dja Dja Wurrung people have established two corporate entities. In general terms:

- DDWCAC is focused on formal representation and implementation of Dja Dja Wurrung rights, interests and obligations, including via the settlement agreement and the *Aboriginal Heritage Act 2006 (Vic)*; and
- Dja Dja Wurrung Enterprises Pty Ltd (**DDWE**) is focused on operating high quality, professional and profitable businesses, that satisfy client needs and the Dja Dja Wurrung people by providing job opportunities, financial security and self-determination. DDWE's current business is largely focused on natural resource management.

The Corporation is the sole shareholder of DDWE.

Collectively, DDWCAC and DDWE are referred to as the **Corporate Group**.

Reporting

The General Manager – Economic Development (**GMED**) reports to the Chief Executive Officer (**CEO**), Dja Dja Wurrung Clans Aboriginal Corporation (**DDWCAC**).

All staff that are required to be contracted to any of the DDWE fixed trust businesses for the provision of services sought by clients (includes all natural resources management staff) report to the GMED.



Primary Objectives

The primary objectives of the GMED are to:

- (a) oversee the business and operations of DDWE, including the development and operation of the fixed trust businesses, in accordance with the strategic plan and at the direction of the CEO;
- (b) identify and exploit opportunities for economic development for both DDWE and DDWCAC;
- (c) assist the CEO to implement the Governance Charter where appropriate; and,
- (d) oversee the implementation the Investment Strategy of DDWCAC including the development of feasibility studies where needed.

Key duties

The key duties of the GMED are as follows:

- Identifying and developing commercial partnerships
- Implementing investment strategy
- Strategic planning
- Business development and marketing
- Financial monitoring and reporting
- Assist CEO to implement the Governance Charter (where appropriate)

Identifying and developing commercial partnerships

In conjunction with the CEO, the GMED is required to identify and develop partnerships with commercial entities (including private businesses and government agencies and businesses) to diversify and strengthen the Corporate Group's ability to achieve its objectives of becoming financially self-sustaining and to provide employment opportunities for Dja Dja Wurrung people.

Implementing investment strategy

In conjunction with the CEO, the GMED is responsible for overseeing the implementation and monitoring of the investment strategy. The aim of the investment strategy is to generate income for the Corporate Group from the initial \$3.25 million that will be transferred to DDWCAC as part of the native title settlement.



Strategic planning

Assist the CEO to develop DDWCAC's strategic plan, including implementation of the strategic planning process and preparation and dissemination of the strategic plan.

Business development and marketing plans

The GMED is required to formulate feasibility, business and marketing plans for the Corporate Group's existing businesses (natural resources management) as well as explore and develop potential new businesses (tourism) and investment opportunities.

Financial monitoring and reporting

- Assist the CEO to meet reporting requirements for government, philanthropic and other funding sources.
- Assist the CEO to draft and collate the annual report.
- Together with the CEO, develop, document and refine corporation policies and procedures.

Selection Criteria

Mandatory qualifications

The GDEM is required to possess an undergraduate degree in business development, banking or administration, commerce or other relevant discipline.

Essential experience and skills

The following demonstrated skills and experience are essential for the role:

- A minimum of five years' experience in relevant roles.
- Relevant qualifications and/or experience in investment.
- Experience in successfully raising funds and developing new business.
- Experience in development and/or implementation of an inclusive workforce strategy.
- Understanding of relevant government policies, including OH&S and preferred tendering.
- Experience in effective marketing, networking and branding.
- Highly developed interpersonal communication and writing skills.
- Excellent project management, organisational and time management skills and the ability to deal with competing priorities autonomously.



- Experience using computer software (including Microsoft Office, internet and email).
- Knowledge of and commitment to the promotion of Aboriginal self-determination and land justice issues.

Desirable

The following skills and experience are desirable for the role:

- Experience working with Aboriginal people and knowledge of the social and cultural issues experienced by Aboriginal people.
- Knowledge of Dja Dja Wurrung culture and issues.
- Previous experience in managing a team.

Essential Personal Qualities

The following personal qualities are essential for the role:

- Genuine appreciation and respect for Aboriginal people and culture.
- High ethical standards and personal integrity.
- High degree of self-motivation.
- Willingness to work in an environment that may require travel and work outside of normal hours (including weekends).
- Ability to maintain confidentiality on corporation business.
- High level of communication skills including writing and preparing reports.
- Ability to distinguish between and manage priorities of individuals and priorities of the Corporate Group.

Location

The GDEM is located in the Corporate Group's Bendigo office and depot, at 1/70 Powells Avenue, Bendigo. Regular travel within the region and to Melbourne will be required.

Salary

Salary range is between \$80,000 and \$90,000 depending on skills and experience, plus superannuation. A vehicle will also be provided for work and personal purposes.