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JOB DESCRIPTION – Implementation Officer

SECTION 1: ORGANISATION OVERVIEW

The PKKP Aboriginal Corporation administers the traditional lands and waters on behalf of the Puutu Kunti Kurrama people and the Pinikura people.

These lands and waters cover approximately 10,888 square kilometres of Western Australia's Pilbara region, between Onslow and Tom Price.

The rights and interests of the Puutu Kunti Kurrama and Pinikura peoples to these lands and waters were recognised in the decision of Puutu Kunti Kurrama people and Pinikura people #1 and #2 v State of Western Australia on 2 September 2015.

The applicants were two separate but related language groups speaking for their own country, as well as a shared area. While these two groups are distinct and unique, they also observe common laws and customs that facilitate the protection and sharing of resources.

Following the determination, the traditional owners were required to nominate a prescribed body corporate to hold the native title in trust within six months. The PKKP Aboriginal Corporation was nominated on 22 January 2016.

SECTION 2: POSITION IDENTIFICATION

Position:	Implementation Officer	Classification:	As per Conditions of Employment
Region:	Western Australia	Award/Conditions:	As per contract of employment
Location of position:	Karratha Office		
Hours:	37.5 hours per fortnight		

SECTION 3: REPORTING RELATIONSHIPS

Responsible to: Senior Administration Officer

Staff reporting to this position: N/A

SECTION 4: OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

All employees have responsibility for Occupational Health and Safety. The employee shall comply with the Workplace Health and Safety Act, Regulations, Codes of Practice and PKKP Workplace Health and Safety Policies and Procedures.

The employee shall comply with instructions given by their manager in the respect of the Health and Safety of themselves and the Health and Safety of other persons.

SECTION 5: PRIMARY OBJECTIVES OF THIS POSITION

The primary objective of this role is to manage the development, implementation, monitoring, evaluation and compliance of all PKKP agreements, programs and projects.



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SECTION 6: KEY RESPONSIBILITIES, GOALS OR OBJECTIVES

Duties and responsibilities include, but are not limited to:

COMPLIANCE

- Ensure PKKP is complying with all obligations in key agreements;
- Develop and maintain systems to monitor and comply with agreements with the ability to generate regular and ad-hoc reports; and
- Maintain positive working relationships with key agreement partners.

IMPLEMENTATION

- Develop and support the implementation of key programs and projects;
- Arrange and manage implementation meetings for key programs and projects;
- Facilitate follow-up actions from key meetings (e.g. AGM, Board, Council, Decision Making Committees);
- Develop program/project plans, implementation plans, monitoring and evaluation plans for all key initiatives; and
- Report regularly to the CEO on compliance, implementation, risk, relationships.

ADMINISTRATIVE AND MEETING TASKS

- Organise and manage all key meetings with agreement partners, service providers and other significant stakeholders;
- Research and collect information/data for key meetings;
- Attend heritage meetings and other meetings to represent the CEO when required;
- Maintain electronic and manual files and keeping records up to date, secure and accessible, as appropriate;
- Adhere to compliance procedures;
- Prepare agendas, meeting papers, writing and dissemination of minutes and agendas; and
- Periodic travel to the Pilbara region to attend meetings as required.

INTERNAL & EXTERNAL COMMUNICATIONS

- Manage all incoming and outgoing communications (e.g. telephone, electronic, hard copy and in person) from/to agreement partners, service providers and other significant stakeholders, ensuring it is responsive, effective and approved by the CEO;
- Assist with the development and implementation of PKKP's communications strategy;
- Develop and produce content for PKKP's online communication channels (e.g. PKKP website, online newsletter, social media sites);
- Support the planning and Executive Office of PKKP events as required; and
- Other duties as required by the CEO.

SECTION 7: KEY PERFORMANCE INDICATORS

- Consistent evidence of compliance with agreements;
- Evidence of successful development, implementation and outputs/outcomes of programs and projects;
- Establishment and maintenance of positive and productive relationships with key stakeholders and PKKP members; and
- High standard written reports.



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SECTION 8: LEVELS OF AUTHORITY

This authority should be exercised in a responsible, legitimate and appropriate manner in the most ethical and commercial interests of the corporation. This authority must not conflict with any PKKP policy statements, procedures and instructions.

SECTION 9: SELECTION CRITERIA

Essential:

- High level interpersonal skills with the ability to establish and maintain positive and productive relationships with major partners and stakeholders;
- Cultural competence, particularly with Aboriginal people;
- Experience in managing compliance with major agreements;
- Managing information systems to maintain records and generate reports;
- High level organisational skills and ability to consistently follow-through on tasks;
- Excellent written skills for a variety of purposes; and
- Ability to work independently and take initiative.

Desirable:

- Qualification in compliance management or business administration; and
- Experience working with Aboriginal organisations and people.

SECTION 10: CERTIFICATION

I have reviewed and confirm my full understanding of the role of _____, and agree that this is an accurate position description of that role.

Staff Name:	Sign:	Date:
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I can confirm that the above staff member has reviewed and discussed the position description and fully understands the requirements of the role.

Manager Name:	Sign:	Date:
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