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JOB DESCRIPTION

PKKP Implementation Officer

SECTION 1: ORGANISATION OVERVIEW

PKKP Aboriginal Corporation is the prescribed body corporate that administers the traditional lands and waters of the Puutu Kunti Kurrama people and the Pinikura people on their behalf. 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 #1 and #2 v State of Western Australia decision, 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, and the PKKP Aboriginal Corporation was nominated on 22 January 2016.

SECTION 2: POSITION IDENTIFICATION

Position:	PKKP Implementation Officer	Classification:	As per Conditions of Employment
Region:	Western Australia	Award/Conditions:	As per contract of employment
Location of position:	Perth Office		
Hours:	75 hours per fortnight		

SECTION 3: REPORTING RELATIONSHIPS

Responsible to: CEO

Staff reporting to this position: N/A

SECTION 4: ORGANISATION BACKGROUND / VISION

This role with PKKP carries responsibility to actively assist the CEO and other employees to promote the key organisational vision:

[insert PKKP information]



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SECTION 5: 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 6: 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.

SECTION 7: SPECIFIED DUTIES, KEY RESPONSIBILITIES, GOALS OR OBJECTIVES

Specified duties

The implementation officer will:

- a. *maintain the compliance register to record report and manage the RTIO and PKKP Claim Wide Participation agreement commitments as established by the Chief Executive Officer.*
- b. *maintain an agreement compliance database to support efficient review and reporting on performance of agreement commitments;*
- c. *provide support and advice to PKKPAC management and members on the terms and conditions of obligations contained in agreements;*
- d. *provide assistance and coordinate preparation of the annual RTIO/PKKP Agreement Implementation Plan in collaboration with the PKKP Local Implementation Committee (LIC), PKKPAC Board of Directors and Land and Heritage Committees as appropriate, the PKKPAC management team and RTIO Relationship Superintendent;*
- e. *monitor and provide assistance to the PKKP LIC and PKKPAC Board, Land and Heritage Committees to coordinate the delivery of the RTIO and PKKP Claim Wide Participation Agreement Implementation plan in collaboration with the RTIO Relationship Superintendent;*
- f. *co-ordinate preparation and provide support for the organising and convening of RTIO/PKKP Local Implementation Committee meetings;*
- g. *communicate the goals and benefits of the RTIO and PKKP Claim Wide Participation Agreement Implementation Plan to the PKKP people and PKKPAC members;*
- h. *support day-to-day cultural heritage and land management activities, carriage of heritage survey work, land access permit processes, inspection of identified heritage areas, and assistance with monitoring of areas to ensure signage or fencing is maintained;*
- i. *assist with communication to PKKPAC members of RTIO cultural heritage and environment survey notifications, arrangements for conduct of survey activities, and provision of support to survey teams;*



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- j. provide logistical support to the PKKP Cultural Heritage Survey teams, including travel, accommodation bookings for survey work by the team and for site visits by PKKP traditional owners;*
- k. ensure that all PKKP personnel have the appropriate inductions and site access permits with accessing the RTIO work sites;*
- l. ensure that all survey personnel are fit for work each day and that appropriate emergency management plans are in place; and*
- m. maintain a close working relationship and open communication with RTIO Heritage personnel, RTIO contractors, State governments agencies and other people engaged in PKKP cultural heritage and land management matters.*
- n. Comply with the reasonable directions of the PKKPAC Board of Directors and/or Chief Executive Officer from time to time including undertake any activity for the benefit of the Corporation.*

General 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 delivery of PKKP events as required; and



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- Other duties as required by the CEO.

SECTION 8: 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.

SECTION 8: 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.

SECTION 9: SALARY AND BENEFITS

Timeframe: 12-month contract with the possibility of extension (subject to funding)

Salary Range: \$80K - \$110K base, plus superannuation

Annual leave: 4 weeks

Sick leave: 10 days

Salary Sacrifice: \$15,900.00 PA

SECTION 10: 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 11: 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;



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- 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 12: 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.

Chief Executive Officer Name:	Sign:	Date:
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