



CLCAC CARPENTARIA LAND COUNCIL
ABORIGINAL CORPORATION

United we stand.

Media & Corporate Compliance Officer

About us:

Carpentaria Land Council Aboriginal Corporation (CLCAC) was established over 33 years ago in Burketown to represent the rights & interests of Traditional Owners. Our members are drawn from nine language groups whose traditional lands & waters are located in the southern Gulf of Carpentaria. As the recognised Native Title Service Body for the Southern Gulf of Carpentaria region, CLCAC performs statutory functions in accordance with the provisions of the Native Title Act 1993. An elected Board determines the Organisation's priorities and monitors the progress of native title applications and oversees operational activities and general governance.

CLCAC supports native title, PBC economic development & ranger programs in Burketown, Normanton & Mornington Island. We have an exciting opportunity to join our organisation.

CLCAC Vision:

To be the leader of sustainable indigenous community development in the lower Gulf region where our people are self-determined and empowered to take control of country, culture and their economic future.

CLCAC Values:

- Unity
- Leadership
- Integrity
- Commitment

The Opportunity:

As the Media & Corporate Compliance Officer, you will be working under the direction and supervision from the Senior Finance Officer; coordinate development and distribution of CLCAC's key publications, manage and monitor CLCAC's website and social media platforms, assist with logistics for CLCAC meetings and events and maintain CLCAC's Corporate Compliance Registers in a safe, professional and timely manner.

What we offer:

The position is a full-time position and may involve irregular travel throughout the southern Gulf of Carpentaria region:

- Salary Range: \$66,378 - \$76,544 per annum depending on qualifications and experience;

- CLCAC is a Private Benevolent Institution: Salary sacrifice arrangements are available;
- Leave entitlements will include 5 weeks annual leave.

Eligibility / Skills / Qualifications / Experience:

Essential:

- High level skills in the use of Microsoft Office (Word, Excel, Outlook, Publisher);
- High level skills in the use of Adobe Creative Suite, especially Indesign;
- Experience developing Publications to high standard;
- Experience maintaining websites and Social Media Platforms and updating content;
- Proficiency with data base programs (FileMaker);
- Experience with electronic data management;
- Open C Class Driver's licence.

Desirable:

- Experience in MYOB.
- Experience with Legal Filing Systems

Attributes:

- Leads by example
- Able to communicate effectively both verbally and in writing to a diverse range of people;
- Able to use initiative and think creatively to solve problems;
- Able to adapt in a changing environment and be flexible;
- High attention to detail;
- Ability to work well under pressure, prioritise tasks and meet deadlines;
- Committed to goal achievement.

Key Responsibilities

Media and Publications:

- Assist with the maintenance of and content creation for CLCAC's Website and Social Media platforms, including Facebook, Instagram, Flickr and YouTube;
- Using the existing Template, assist with compiling and drafting CLCAC's quarterly newsletter, including collecting information and photos from all departments, obtaining final edits and approvals from Senior Management, liaising with the printer and coordinating distribution to staff and CLCAC members/stakeholders;
- Coordinate the preparation and publication of CLCAC's *Annual Report*;
- Coordinate the preparation, publication and distribution of CLCAC's Annual Calendar;
- Assist with the development and production of other CLCAC Publications as requested from time to time, ensuring the use of CLCAC logos, design elements and fonts are consistent with CLCAC's approved Style Guide;
- Assist with the development of a *Development of Social Media Content and Photo Approval Procedure and Checklist*;
- Develop and maintain a CLCAC photo library, ensuring photos for use in CLCAC publications meet the requirements and standards as set out in CLCAC's Use of Photos in Media procedure.



Logistics:

- Assist with organisation of meetings, workshops and functions, including budget development, venue and equipment hire, catering and promotional materials as directed;
- Assist with the coordination of travel and accommodation for consultants, traditional owners and staff as directed;
- Undertake the functions of initial contact person within the Corporate Services Unit for Cultural Heritage Activities, where CLCAC is undertaking the role of Nominated Body;
- Assist with budget development for Cultural Heritage Activities and native title meetings, liaising with CLCAC's Native Title Services Unit and key stakeholders as required.

Corporate Administration and Reporting Compliance:

- Undertake a review of CLCAC's electronic records to ensure electronic records are up to date and are stored in accordance with CLCAC's data management policy;
- Coordinate the ongoing maintenance of CLCAC's Records Management System;
- Review and Maintain CLCAC's Consultancy Contract Register and liaise directly with relevant Project Managers to ensure contract milestones are met in accordance with the Agreements;
- Develop and maintain a Register of CLCAC's statutory and reporting obligations in accordance with the CATSI Act and various funding agreements including: -
 - Development of an annual reporting schedule, liaising with managers to obtain all required information and monitoring due dates to ensure reports are prepared and lodged with relevant funders by the due date;
- Develop and maintain a Register of Legislative requirements of CLCAC, actively monitor for changes in Legislation, including but not limited to Fairwork Law, Work Health and Safety Law, Working with Vulnerable Persons, Maritime Operations, Civil Aviation Safety Australia and Weapons Law, that may affect CLCAC's operations, and immediately report changes to the Deputy CEO/Corporate Services Manager and HR & OHS Compliance Officer as required;
- Any other tasks as lawfully and reasonably requested from time to time by either the Senior Finance Officer, Deputy CEO/Corporate Services Manager or CEO in a timely and efficient manner.

Compliance:

- Comply with CLCAC's Policies and Procedures and Occupational Health and Safety Plan;
- Take reasonable care for your own and other's health and safety;
- Comply with any instructions given to you to ensure health and Safety in the Workplace;
- Use equipment correctly and promptly report any identified faults, hazards, incidents or injuries to your supervisor;
- Complete incidents or accident reports and submit to your supervisor as required.

Special Conditions:

- Open C Class Driver's Licence;
- Some out of hours and weekend work;
- Some intra / interstate travel.



To Apply:

If you consider that this role is for you, then we want to hear from you. Applications must be submitted directly to hr@clcac.com.au by the closing date and must include:

1. A covering letter outlining your experience, qualifications and why you think you would be the most suitable person for this role (2 pages);
2. A current resume, including the names and contact numbers of two referees (no longer than 4 pages).

Qualified Indigenous persons are encouraged to apply.

Please ensure your application is marked 'Private and confidential' and addressed to:

HR & OHS Compliance Officer
Carpentaria Land Council Aboriginal Corporation
PO Box 6662
Cairns QLD 4870
Or email to: hr@clcac.com.au

Applications close 5pm AEST Wednesday 30 September 2020.

Should you have queries, please contact Bronwyn Morgan (HR & OHS Compliance Officer) to discuss on 07 4041 3833.

