

## Position Description

Position Title:	Regional Economic Broker
Reporting to:	CEO
Direct reports:	Nil
Tenure:	Part time, 12 month contract 0.6 FTE
Salary and conditions:	\$90-\$100k based on experience <ul style="list-style-type: none"><li>• Superannuation in accordance with Superannuation Guarantee Act.</li><li>• Co-located with Kinaway and businesses in a modern office environment or working from home in line with Government COVID restrictions</li></ul>

**Do you like contributing positively to your community**

**Would you like working with your community on a daily basis to identify ways to build and develop business and employment opportunities?**

**Are you looking for a new challenge during COVID19 and feel you can contribute to what the recovery of COVID19 looks like, for Aboriginal and Torres Strait Islander business in Victoria?**

If you are passionate about communities, have some business knowledge, love networking and seeing people succeed then this is a role for you.

**The role of the Regional Economic Broker is a designated position established as a special measure under Section 12 of the *Equal Opportunity Act 2010*. Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position.**

**Kinaway Chamber of Commerce Victoria Ltd** is an Aboriginal Chamber of Commerce based in Melbourne through which Aboriginal and/or Torres Strait Islander businesses and entrepreneurs have a collective voice both within the Aboriginal and/or Torres Strait Islander business community and the general business community.

Kinaway seeks to grow the capacity of the Aboriginal and Torres Strait Islander business sector, entrepreneurs and Aboriginal and Torres Strait Islander business leadership thereby having a positive and direct influence in increasing the economic participation by the Aboriginal community in its contribution to the Victorian economy.

The primary focus of the Company is the provision of policy, advocacy and representation services to Aboriginal businesses and entrepreneurs. In addition, the Company will provide services, support and/or products to assist Aboriginal and Torres Strait Islander businesses and entrepreneurs to be commercially sustainable, profitable and innovative.

## About the Position

The Regional Economic Broker is a Part Time (0.6FTE) 12 month contract position

This is an exciting opportunity to work with the leading organisation focused on increasing the economic opportunities that strengthen our Gippsland Aboriginal community to be key participants in Victoria's economy.

The Regional Economic Broker will work closely with the Kinaway CEO and the Women in business Development Manager from Kinaway and the Aboriginal Business Development Manager at GLaWAC to facilitate positive growth and business opportunities for GunaiKurnai, Gippsland and East Gippsland Aboriginal people.

- A better understanding of the current needs of Aboriginal and Torres Strait Islander men and women in business
- Aboriginal and Torres Strait Islander businessmen and women are more aware of and connected to business opportunities.
- Growth in the number of Aboriginal and Torres Strait Islander businessmen and women in the Gippsland region.
- Aboriginal and Torres Strait Islander businessmen and women are more connected, especially GunaiKurnai, Gippsland and East Gippsland based Aboriginal men and women with each other and the wider business community.
- Aboriginal and Torres Strait Islander led A better understanding of the current needs of Aboriginal and Torres Strait Islander people in business
- Aboriginal and Torres Strait Islander businessmen and women are more aware of and connected to business opportunities within GunaiKurnai, Gippsland and East Gippsland areas and more broadly Victoria.
- Growth in the number of Aboriginal and Torres Strait Islander businessmen and women in Victoria.
- Aboriginal and Torres Strait Islander businessmen and women are more connected, especially regionally based, with each other and the wider business community.
- Aboriginal and Torres Strait Islander led businesses are well profiled on social media and other mediums.

The Regional Economic Broker will develop a GunaiKurnai, Gippsland and East Gippsland Aboriginal business sector network to share experiences and to build Aboriginal people in business, to specifically support business entities to develop and build sustainable businesses. This will include collaborating and linking people to support services, to grow and develop business, or directly to opportunities to sell their goods and services. There will also be a capacity building element, designed to upskill individuals to build their business confidence.

The Regional Economic Broker will be directly involved in contributing to the success of GunaiKurnai, Gippsland and East Gippsland Aboriginal business owners and the positive impact this will have in the community.

The Regional Economic Broker will be well supported by the CEO of Kinaway and will have access to mobile phone, laptop and a modern office environment.

Knowledge of business operations particularly small business is desirable but not mandatory.

#### **Duties**

- Establish an Aboriginal men and women in business network
- Support Aboriginal men and women in business by working collaboratively across the industry, private sector and with the GunaiKurnai, Gippsland and East Gippsland Aboriginal community, to strengthen partnerships and leverage business opportunities.
- Support the incubate sector, development concepts and projects, including implementation and work with the GunaiKurnai, Gippsland and East Gippsland Aboriginal community to broker appropriate advice and access to professional services for Victorian Aboriginal businesses.
- Provide sector development activities to foster business development and incubating in the Aboriginal business sector
- Build and maintain relationships with communities and other key stakeholders
- Work with local communities including local government, traditional owner groups and elders and to understand the challenges and opportunities Victorian Aboriginal people face
- Some out of hours work may be required from time to time
- Other duties as directed

#### **Demonstrated capabilities**

- Demonstrated experience in development and delivery of solutions
- Well-developed interpersonal skills
- Ability to work with a variety of stakeholders across multiple organisations
- Experience in the delivery of economic outcomes from an employment and/or business perspective
- Experience working with Aboriginal communities
- Knowledge of tendering and contract management would be highly regarded
- Experience in the development of action plans
- Excellent time management skills
- Facilitating relationships with Government and Private Enterprise
- Assisting development of local Aboriginal businesses to capitalise on identified opportunities
- Ability to be flexible in working with communities to enable and support self-determination
- Flexibility to travel with Drivers licence

Interested applicants please forward your resume to [admin@kinaway.com.au](mailto:admin@kinaway.com.au).

Enquiries directed to Jessie Motlik 0499 992641