



**TARLKA  
MATUWA  
PIARKU**

**(ABORIGINAL CORPORATION) RNTBC**

## **Executive Officer Position APPLICATION INFORMATION PACK**

### **Contents**

- ☐ Introduction to Tarlka Matuwa Piarku Aboriginal Corporation
- ☐ Applicant Information
- ☐ Position Job Description including Selection Criteria

Closing Date: Wednesday 11 August 2021 by 5pm  
Website: <https://www.tmpac.com.au>  
Contact: Consultant: [info@kasali.com.au](mailto:info@kasali.com.au) Mob: 0422 426618



**TARLKA  
MATUWA  
PIARKU**

(ABORIGINAL CORPORATION) RNTBC

# Introduction

## Corporation Overview

The Tarlka Matuwa Piarku Aboriginal Corporation (TMPAC) is the Registered Native Title Body Corporate that manages the native title rights and interests of Wiluna and Tarlpa native title determination areas.

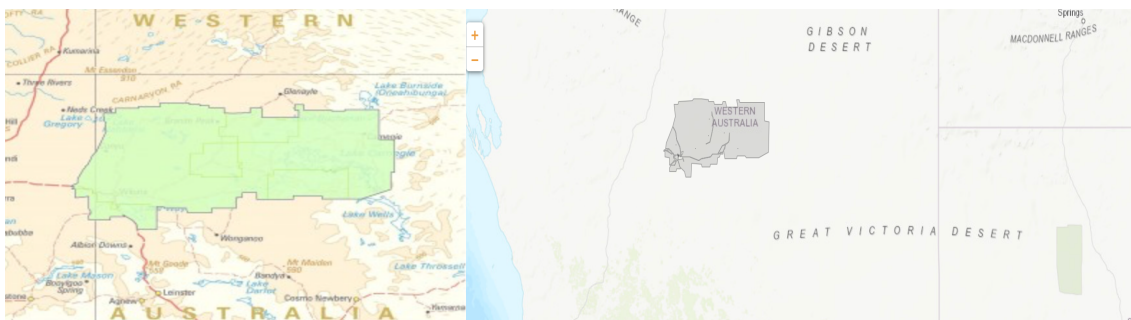
The Traditional Owners are the Martu people (collectively Tarlka, Matuwa and Piarku Martu) of the Central Western Desert.

Geographically, country covers an area of approximately 53,210 square kilometres and incorporates significant areas of the Martu people, Matuwa and Kurrara Kurrara which were formerly pastoral properties of Lorna Glen and Earacheedy. The township of Wiluna is approximately 170kms from the Lorna Glen homestead.

The Corporation objectives are to:

- ☐ Manage native title rights based on traditional law and custom
- ☐ Ensure *Matuwa and Kurrara Kurrara* remain places where *Martu law and culture is practiced*
- ☐ Care and maintain healthy country and its resources
- ☐ Ensure environmental and economic sustainability
- ☐ Contribute to the health and wellbeing of future generations

## WILUNA / TARLPA DETERMINATION AREA



**Shaded sections of the maps illustrate the determination area**

## Executive Officer Position

The Corporation is currently in the process establishing a central office for its operations in addition to a facility in Wiluna.

An experienced and dynamic executive officer is being recruited to manage day to day operations of TMPAC, undertake business and community development activities allied to the corporations aims, provide executive support to the Traditional Owner board of directors in support of their governance role, engage a wide range of stakeholders including members, government, community and commercial interests and develop organisational systems and processes.

The successful candidate will align to the core values of care and connection to country, culture and people and advance programs that positively impact TMPAC's beneficiaries.

This is an exciting position for a committed individual interested in working with the Wiluna /Tarlpa community and rapidly developing Aboriginal Corporation.

---

## Applicant Information

Thank you for your interest in the Executive Officer Position with the Tarlka Matuwa Piarku Aboriginal Corporation.

The information below provides details on the on the application process.

### POSITION DETAILS

**Location:** Perth with travel to Wiluna required  
**Employment Term:** Full Time Contact - up to 2 years  
**Salary Range:** \$90000 - \$120000 per annum + Superannuation

### APPLICATION DETAILS

**Closing Date:** 11 August 2021 by 5pm  
**Website:** <https://www.tmpac.com.au>  
**Contact:** Consultant: [info@kasali.com.au](mailto:info@kasali.com.au) Mob: 0422 426618

### APPLICATION DOCUMENTS

In order to for us to receive a complete application, please provide the following documents:

- ☐ **Address of selection Criteria** as outlined in the Job Description Document inclusive of qualifications, experience, skills and attributes.
- ☐ **Cover Letter** summarising the reasons you would wish to be considered for this role and a brief statement of your suitability.
- ☐ **Curriculum Vitae** including qualifications and employment history and the
- ☐ names and contact details of 2 referees



**TARLKA  
MATUWA  
PIARKU**

(ABORIGINAL CORPORATION) RNTBC

# Job Description

## EXECUTIVE OFFICER

### ROLE DESCRIPTION

The Executive Officer position has been created to establish the offices and manage the day to day operations of the Tarlka Matuwa Piarku Aboriginal Corporation (TMPAC).

The Corporation is the Registered Native Title Body Corporate tasked with managing the Native Title rights and interests of the Wiluna and Tarlpa Traditional Owners of the Central Western Desert.

The role provides the opportunity to work directly with the Board of Directors to create strong and sustainable futures for their people and make a significant impact on the Corporation's development and growth.

Applicants must align with the Traditional Owner core values of care and connection to country, culture and people.

This is a developmental role which has the potential for expansion as the Corporation progresses and matures.

### POSITION ACCOUNTABILITIES / REPORTING

The position reports directly to the Board of the Tarlka Matuwa Piarku Aboriginal Corporation and will be responsible for managing a small administration team.

### KEY DUTIES

#### 1. BUSINESS DEVELOPMENT AND MANAGEMENT

- Implement the Corporation's business and strategic plans
- Develop and manage programs, projects and services relevant to corporate objectives
- Establish and administer the Perth metropolitan office and regional office in Wiluna
- Develop organisational systems, policies and procedures
- Prepare reports, submissions and grant applications
- Manage staff performance and development
- Assist in the development of new business enterprises
- Oversee maintenance of the website and social media activities
- Manage budgets as approved by the Board
- Community development - identify community needs & plan responses

#### 2. BOARD OF DIRECTORS EXECUTIVE SUPPORT

- Work under the direction and collaboratively with the TMPAC Board of Directors in the governance of the Corporation
- Prepare Board papers, arrange Board meetings and maintain meeting records
- Coordinate professional development program for the Board
- Act as liaison between the Board, members and staff
- Carry out Board instructions and give practical effect to the Board's decisions
- Prepare Board and organisational communications including meeting notices, newsletters and other corporate communication

---

### **3. CORPORATE COMPLIANCE**

- Ensure reporting compliance under the Corporations (Aboriginal and Torres Strait Islander) Act (CATSI) and the Office of the Registrar of Indigenous Corporations (ORIC)
- Maintain the members register and member communication
- Provide reports and acquittals for contracts and agreements
- Ensure the maintenance of related standards and codes.

### **4. STAKEHOLDER ENGAGEMENT**

- Develop and maintain relationships with key stakeholders including members, suppliers, community and government organisations, external advisors & consultants, mining companies, businesses and communities
- Build networks and manage strategic partnerships
- Conduct or arrange member and/or community consultations as required

## **SELECTION CRITERIA**

The Executive Officer for TMPAC will have a high level of cultural competency, previous experience in working with Aboriginal people and the following qualifications, skills and knowledge:

### **QUALIFICATIONS**

Minimum Bachelor degree in relevant discipline or extensive demonstrated experience in a similar role.

### **EXPERIENCE**

- At least 3 years experience in working in a similar organisation and role
- Previous experience in working with communities, Aboriginal Corporations and/or community organisations
- Experience in Native Title and compliance highly desirable

### **SKILLS**

- Capability to work with and provide executive support to the Board of Directors
- Submission, report and grant writing skills
- Project and program development, implementation and assessment
- High level information technology capabilities
- Skills in writing and reviewing organisational policies and procedures
- Exceptional communication and stakeholder management skills

### **ATTRIBUTES**

- Collaborative team worker
- Organised and able to meet deadlines
- Flexible work practice including being able to travel to Wiluna regularly
- Shows initiative
- Outcomes driven