



<b>POSITION:</b>	Capability & Special Projects Manager
<b>LOCATION:</b>	Broome and Kimberley region (Western Australia)
<b>TYPE</b>	12 months with possibility of extension
<b>CLASSIFICATION:</b>	KLC Level EL1 (\$101,358 - \$108,518)
<b>REPORTS TO:</b>	Manager, Land and Sea Management Unit (LSMU)
<b>SUPERVISES:</b>	<ul style="list-style-type: none"><li>• Training, technical support staff and other special projects</li></ul>

#### ABOUT THE KIMBERLEY LAND COUNCIL

Covering the Kimberley region of northern Western Australia, the Kimberley Land Council (KLC) commenced in 1978 and was formed by Kimberley Aboriginal people as a political land rights organisation. It has become the peak Indigenous body in the Kimberley, working with Aboriginal people to secure native title recognition, conduct conservation and land management activities and develop cultural business enterprises.

#### OUR VISION

The Kimberley Land Council is a community organisation working for and with Kimberley Aboriginal people to get back country, look after country and to get control of the future.

#### ABOUT THE LAND AND SEA MANAGEMENT UNIT (LSMU)

The Land and Sea Management Unit (LSMU) delivers on the KLC's goals of: *"looking after country and getting control of our future"* by supporting Traditional Owners, Prescribed Body Corporates and Indigenous Ranger Groups to manage their land and sea country, providing employment, training and technical support and facilitating a strong regional network of Indigenous land and sea managers.

LSMU provides contractual, staff management and administrative support to six Ranger Groups. The unit also supports a further eleven Indigenous Ranger groups across the Kimberley region with training and technical services including fire operations, ecology, carbon, training, women's development, enterprise, GIS and data management. LSMU also facilitates the *Kimberley Ranger Network* via regional forums and workshops, advocacy, and leveraging opportunities and partnerships at a regional scale to maximise outcomes for Kimberley Traditional Owners.

The LSMU unit is its staff. Staff are located across the Kimberley, based out of regional centres and remote offices.

#### OUR VALUES

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| <ul style="list-style-type: none"><li>• Respect for our law and culture</li><li>• Respect for our elders and stakeholders</li><li>• Fair and transparent decision making</li><li>• Effective and open communication</li></ul> | <ul style="list-style-type: none"><li>• Working in partnership</li><li>• Trust and loyalty</li><li>• Justice and equality for Indigenous people</li><li>• Cultural diversity</li></ul> |
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#### POSITION SUMMARY

The Capability & Special Projects Manager oversees the development and delivery of technical services, training and capacity building activities to Indigenous Ranger Groups across the remote Kimberley, to add value to their land and sea management practices



It works with the Ranger Program Manager to maximise training and professional development opportunities and to develop career pathways that empower Rangers, Ranger Coordinators and IPA Coordinators with increased employment and career opportunities. The team also supports PBC's and Traditional Owners with specialised technical skills and capability to better manage country.

The role manages a team that works collaboratively and strategically with partner organisations to bring in special projects and expertise into the KLC, and add value to the land and sea management practices in the Kimberley region.

#### **LOCATION and DELIVERY**

The position operates out of Broome KLC office but requires frequent seasonal travel throughout the Kimberley, particularly during the dry season April - September.

#### **KEY RESPONSIBILITIES**

##### **1. Program Management**

- Oversee delivery of the KLC training, technical services, capability development program and other special projects to Kimberley Indigenous Ranger Groups
- Staff management and support
- Project management including planning, budgeting, implementation, reporting, monitoring and evaluation
- Scope and design of new services, positions and projects to meet ranger group development needs, including securing new funding
- Develop and maintain strong partnerships with diverse stakeholders including Indigenous ranger groups and Traditional Owners, government agencies, training providers, NGO, philanthropic, funding bodies and corporate partners
- Design and deliver training resources, operational and professional development resources, systems and tools to build skills and capability, and support Indigenous leadership and succession planning
- Participate in the LSMU Senior Management team to ensure effective everyday operation of the LSMU team, delivery of the KLC and Land & Sea Unit Strategic Plans, and contribute to new or emerging strategic or operational issues

##### **2. Financial**

- Oversee and support team budgets.
- Contribute to the financial sustainability of the KLC, through appropriate fundraising, in line with organisational priorities and as directed by the CEO.
- Ensure compliance with KLC finance policies, procedures and contractual agreements.

##### **3. Occupational Safety and Health**

- Prioritise and manage the continuous improvement of safe working practices, processes and policies across Land and Sea Unit activities
- Actively contribute to the health and safety of the workplace by adhering to all health and safety policies and procedures

##### **4. Compliance**

- Ensure daily compliance with funding contracts and service delivery, including advice to senior management.
- Comply with all internal KLC policies and procedures and ensure the team's adherence
- Demonstrate an awareness of and commitment to the KLC Vision and its Values.



**5. Other**

- Represent the KLC in meetings and through formal presentations with relevant stakeholders,
- Coordinate and carry out other tasks including administration, management and liaising with stakeholders
- Participate and assist in KLC and relevant on-country other events as required
- Other tasks as directed

**SKILLS, QUALIFICATIONS AND EXPERIENCE**

**Essential**

1. Qualification in business, management, training, conservation or other relevant field and at least 3 years' experience working in a relevant management role
2. Demonstrated experience in Indigenous land and sea management, including a proven ability to manage projects in partnership with Traditional Owners
3. Demonstrated high level project management, including administration and financial management skills
4. Demonstrated experience in staff management and leadership, ideally in a cross-cultural and multidisciplinary setting
5. Demonstrated experience in grant writing, submissions and acquittals, including extensive knowledge of funding and partnership opportunities and contract negotiation
6. Experience developing partnerships and delivering projects in collaboration with broad range of stakeholders
7. Well organised and able to meet deadlines and competing priorities
8. Experience in designing and implementing systems, policies, procedures or training in a regional / remote context
9. Current C Class Driver's Licence and willingness to travel and camp in remote areas

**Desirable**

10. Senior First Aid and 4WD training