

## Duty Statement

<b>Job Title:</b>	<b>PBC Support Officer</b>
<b>Classification Level:</b>	Level 3 under <i>Central Desert Group Enterprise Agreement 2017</i> Salary \$66,586 - \$78,266 excluding benefits
<b>Location:</b>	Perth Office
<b>Position Status:</b>	Full Time, 2 year maximum term contract
<b>Department:</b>	People, Heritage and Culture Team
<b>Reports to:</b>	Manager – People, Heritage and Culture

### An overview of your role

The overarching purpose of the role of **PBC Support Officer** is to assist Central Desert in fulfilling its mission and pursuing its vision and the role is to be undertaken in accordance with Central Desert's values and behaviours and its agreements with PBCs.

1. As part of a project team, provide corporate governance and compliance assistance to PBC's as directed;
2. As part of a project team, provide organisational support for PBC meetings, including the preparation, delivery and on the ground support ; and
3. Other duties as directed.

### Your Duties

---

1. **As part of a project team, provide corporate governance and compliance assistance to PBC's as directed:**
  - 1.1. Perform the duties of the Contact Person (as that term is defined in *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)*) (**CATSI Act**);
  - 1.2. Ensure that the PBCs corporate records are maintained in accordance with the CATSI Act;
  - 1.3. Ensure and be responsible for the preparation and lodgement of all reports required under the CATSI Act, the CATSI Regulations or other relevant legislation;



- 1.4. Coordinate and be responsible for the preparation and submission of the annual PBC Support Funding Application;
- 1.5. Liaise with:
  - (a) PBC members regarding relevant PBC business;
  - (b) people who apply or wish to apply to become PBC members;
  - (c) other PBC service providers; and
  - (d) external stakeholders such as government departments and mining companies.
- 1.6. Provide secretarial support for director's meetings and general meeting's under instruction from the directors, including:
  - (a) agenda preparation;
  - (b) board pack preparation;
  - (c) budget estimates;
  - (d) assist the chairperson;
  - (e) coordinate recording and secure storage (including audio-visual) of minutes and resolutions;
  - (f) assist in implementing resolutions; and
  - (g) attend meetings.
- 1.7. Ensure that the confidential nature of any PBC information is maintained and that any information is stored in a secure location and in accordance with express instructions of the directors.
2. **As part of a project team, provide organisational support for PBC meetings as directed; including coordinating the preparation, delivery and on group support:**
  - 2.1. At the directors' discretion, and within a support team, organise the coordination and delivery of meetings of numerous PBC groups in remote WA locations, and if required, attend those meetings.



**3. Other duties:**

- 3.1. As directed from time to time by the Manager – People, Heritage and Culture attend and assist in native title and compensation claim meetings when relevant;
- 3.2. Participate in all relevant team meetings;
- 3.3. Adhere to all office policies and procedures;
- 3.4. Participate in annual performance reviews and professional development as required; and
- 3.5. Other duties as directed by the Manager – People, Heritage and Culture.

## **Selection Criteria**

### **ESSENTIAL SKILLS AND EXPERIENCE:**

1. Experience working directly with Aboriginal people, particularly in remote communities.
2. Well-developed interpersonal communication skills, with the ability to communicate clear information to clients and stakeholders.
3. Strong time management skills with an ability to work on multiple projects/meetings simultaneously and meet deadlines.
4. The ability to work effectively and communicate with numerous small teams.
5. Analytical and problem-solving skills.
6. Demonstrated commitment to customer service excellence and continuous improvement.
7. Experience in dealing with sensitive and challenging public enquiries by telephone and face to face, in a courteous and helpful.
8. Demonstrated self-motivation with initiative.
9. Competence in the use of Microsoft Office applications (including Teams).
10. Proof of full vaccination against COVID-19.
11. Current and unrestricted manual drivers licence.

### **DESIRABLE QUALIFICATIONS, SKILLS AND EXPERIENCE**

1. Current Senior First Aid Training.
2. Current 4WD Training.