



MALGANA ABORIGINAL CORPORATION RNTBC

Project Manager

ABOUT US

The Malgana Aboriginal Corporation RNTBC (MAC) was established as the official representative native title body corporation, elected by its Members. It is the responsibility of MAC to represent and manage the Native Title rights and interests of the Malgana people.

ABOUT THE ROLE

Malgana Aboriginal Corporation RNTBC is in an exciting development stage and have an opportunity to expand our team. As the Project Manager, you will be responsible for organising and coordinating several exciting projects within MAC, which are working towards our Strategic Plan goals.

The role will be working closely with the CEO to support the MAC Board of Directors, to create strong and sustainable futures for their people and make a significant impact on the Corporation's development and growth.

The position reports directly to the CEO and will be responsible for project management, coordination and administrative functions.

With a strong focus on governance, the Projects Manager will provide the Board and CEO with high quality and timely administrative and operational support, and ensure that the MAC business is highly functional and responsive, including:

- Project Management
- Governance and compliance
- Supervising employees
- Human resources compliance and practice
- Knowledge of legislative frameworks, finances, budgets and payroll practices
- Occupational health and safety oversight
- Information technology services oversight

The ideal person for this role will be a creative problem solver, can manage multiple projects, is relationship and outcome focused, professional, can maintain confidentiality and is looking for an opportunity to deliver meaningful projects.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Project Management

- Management of projects and events for specific purposes to meet MAC's strategic objectives, including conservation and land management projects
- Coordination of the Malgana Aboriginal Ranger Program
- Coordination of monitoring and heritage surveys

Board Meetings

- Work with the Administrative Coordinator to arrange Board meetings as directed by the CEO
- Liaise with Directors and CEO to ensure a successful meeting with good planning, logistics and timely provision of high-quality documentation
- Ensure proper records management
- Minute taking at Board meetings

Governance and operational support

- Assist the CEO in managing organisational governance and compliance including the development and implementation of key programs and projects that support and meet the strategic objectives of MAC
- Planning of AGMs, including meeting notices, assist with general report preparation, and ensuring compliance with ORIC and MAC Rule Book
- Lodging end of year reports with ORIC
- Assisting with funding reporting and acquittals
- Arrange ongoing Board Governance Training
- Planning and support for a busy annual schedule of meetings

General Duties

- Managing Corporation filing
- Generally assisting CEO in managing her workload
- Managing external correspondence received
- Create MAC Policies and Procedures documents as required
- Assist in Human Resources Functions, such as confidential filing of all HR documents, prepare employment contracts and onboarding forms
- Contributing to a safe workplace

ESSENTIAL SELECTION CRITERIA

- Demonstrated project management and coordination experience
- Demonstrated administration experience
- Demonstrated experience with Microsoft applications and database management.
- Demonstrated communication and interpersonal skills and the ability to communicate effectively with stakeholders.
- Demonstrated organisational and time management skills and an ability to meet deadlines.
- Demonstrated experience to work independently and as a team member.

DESIRABLE:

- Tertiary Degree in sustainable or community development, business or similar
- Experience working in a Prescribed Body Corporate, in Native Title or with an Aboriginal Corporation.
- Experience in environmental and conservation projects
- Experience coordinating an Aboriginal Ranger Program or similar
- Experience preparing board papers, taking minutes, managing board governance processes.
- Broad knowledge of legislative frameworks e.g., ORIC, Native Title Act
- Applied knowledge of human resources practice
- Applied knowledge of Occupational Health and Safety practice
- A Malgana person
- Resides in Shark Bay WA

In addition to a rewarding and dynamic position, MAC can offer benefits such as:

- A flexible and supportive work environment, with working from home opportunities.
- Generous salary packaging options.
- Training
- Support in professional development opportunities

This role is part or full-time with 30-37.5 hours per week (negotiable hours), for a 1 year contract, with possible extension dependent on funding. The position will be working from home to begin, with travel approximately every two months to Shark Bay, Geraldton, or Perth for Board meetings.

HOW TO APPLY:

If you have the relevant skills or are motivated to grow and to develop your skills and experience, please send to Renae Jory at CEO@malgana.org.au

1. A cover letter with your resume in PDF format
2. An application addressing the Selection Criteria

Any questions please call Renae on 0456 534 531.

Applications close 3rd September 2022.



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