



Kullilli Bulloo River Aboriginal Corporation

ICN: 7224

ABN: 47 932 054 681

EMAIL: admin@kullilli.com.au

Position Description

Position	Executive Manager
Reports to	Board of Directors
Supervises	Staff and contractors
Location	Brisbane Region – Work from Home
Employment Type	Full-time
Salary:	\$140,000 + superannuation + salary sacrifice option, negotiable depending on skills and experience

About KBRAC

Kullilli Bulloo River Aboriginal Corporation RNTBC (KBRAC) is the Registered Native Title Body Corporate for the Kullilli People, custodians of Country spanning approximately 29,600 sq km in and around Thargomindah in south-west Queensland. KBRAC is also a registered charity with the Australian Charities and Not-for-profits Commission and is endorsed as a Deductible Gift Recipient, supporting its ability to receive grants and tax-deductible donations that advance its community, cultural, governance and economic development priorities.

The Corporation is entering an important stage of growth and requires strong executive leadership to strengthen governance, improve systems, pursue funding and partnerships, and build long-term sustainability for the benefit of Kullilli people.

As part of its economic development and landholding strategy, KBRAC has established a special purpose vehicle entity, Kullilli Pastoral Holdings. This structure supports KBRAC to manage land-based, pastoral, carbon and commercial opportunities in a way that protects Kullilli interests and builds long-term economic sustainability.

Primary Purpose

The Executive Manager is responsible for leading the day-to-day management and strategic development of KBRAC under the direction of the Board.

The role turns Board decisions, member priorities and organisational goals into clear actions, workplans, budgets, partnerships and outcomes. The Executive Manager will oversee governance support, operations, finance, compliance, staff and contractors, funding, reporting and stakeholder relationships.

The position requires a practical and culturally respectful leader who can support Traditional Owner decision-making, strengthen the Corporation's systems, protect KBRAC's interests and help build long-term economic independence.

Key Responsibilities

1. Strategic and Organisational Leadership

- Lead the delivery of KBRAC's strategic priorities as directed by the Board.
- Turn Board decisions into clear actions, timelines, budgets and deliverables.
- Provide strong leadership that supports an accountable and respectful workplace culture.
- Identify opportunities to strengthen KBRAC's sustainability, capability and impact.
- Advise the Board on risks, opportunities, resourcing needs and future planning.

2. Governance & Compliance

- Support the Board to meet its responsibilities as the governing body of a Registered Native Title Body Corporate.
- Maintain systems that support good governance, proper records, transparent reporting and decision-making.
- Coordinate Board meetings, member meetings, consultations and other governance processes as required.
- Prepare agendas, reports, briefing papers, resolutions, minutes and action registers.
- Support native title consultation and consent processes where required.



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3. Operations, Staff and Internal Systems

- Manage KBRAC's daily operations, administration, planning, reporting and internal systems.
- Supervise staff, contractors and consultants engaged by the Corporation.
- Ensure workers have clear roles, expectations, reporting lines and performance requirements.
- Oversee workplace health and safety, insurance, procurement, assets and risk management.
- Strengthen policies, procedures, templates and systems to improve accountability and efficiency.

4. Financial Management and Funding Accountability

- Oversee budgeting, cashflow, financial monitoring and financial reporting.
- Work with bookkeepers, accountants, auditors and advisers to maintain sound financial systems.
- Ensure grants, operational funds and project funds are managed in line with approved budgets.
- Prepare financial reports, acquittals and funding compliance documents.

5. Economic Development and Enterprise Growth

- Progress economic development priorities approved by the Board.
- Support opportunities in land, pastoral operations, ranger programs, carbon, cultural heritage and caring for Country.
- Prepare business plans, funding proposals, investment documents and partnership models.
- Manage relationships with commercial, government, philanthropic and community partners.

6. Country, Culture and Community

- Build and maintain strong, respectful relationships with members, native title holders, and Kullilli people.
- Ensure projects are guided by Kullilli cultural values, authority and community priorities.
- Ensure all work is culturally safe, community-informed and responsive to local priorities and aspirations.

7. Partnerships, Advocacy and Stakeholder Relationships

- Build strong relationships with government, councils, industry, landholders, funders and community organisations.
- Represent KBRAC in meetings, negotiations, forums and project discussions.
- Advocate for Kullilli rights, interests, priorities and opportunities.
- Prepare correspondence, submissions, reports, funding applications and briefing documents.
- Monitor policy changes, funding rounds and external opportunities relevant to KBRAC

Key Selection Criteria

Essential:

- Demonstrated experience as an Executive Manager, General Manager, Director or similar senior role.
- Strong Corporate governance and compliance knowledge.
- Proven leadership, staff management and supervision skills.
- Experience in organisational management, including finance, contracts and reporting.
- High-level stakeholder engagement and negotiation skills.
- Strong communication, relationship-building and representation skills.
- Ability to work independently, with flexibility across hybrid arrangements.

Desirable:

- Experience in grant writing, enterprise development, and partnerships.
- Experience working with ORIC, NIAA, ILSC, and other First Nations funding bodies.
- Knowledge of culturally grounded approaches to leadership, enterprise development and partnerships

We Strongly Encourage First Nations Applications

KBRAC is committed to building a workforce that reflects and respects the cultural authority, knowledge and aspirations of Kullilli People.

We welcome applications from Kullilli People as well as Aboriginal and Torres Strait Islander peoples who share our commitment to community-led development, cultural integrity and self-determination.