



POSITION:	LSMU Business Manager – Carbon and Fire
LOCATION:	Broome
TYPE:	Full time / Permanent
CLASSIFICATION:	Executive Level 2.0 (\$142,883.44 to \$151,590.92)
REPORTS TO:	Land and Sea Management Unit Manager
SUPERVISES:	Four direct line management across a total team of up to 12-14

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. www.klc.org.au The KLC Land and Sea Management Unit is working with Traditional Owners (TO) to look after, manage and take control of their traditional country. The LSMU works in partnership with community organisations, industry and government. The LSMU's activities are a positive way for Kimberley traditional owners to meet their cultural responsibilities and aspirations for managing traditional homelands, protecting and passing knowledge and law onto future generations and creating a sustainable and culturally appropriate economy across Aboriginal lands. Most groups that the LSMU works with have "Healthy Country Plans", developed by local TOs to set the strategic direction for land and sea management over their country for the long term.	
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.	
OUR VALUES	
• Respect for our law and culture • Respect for our elders and stakeholders • Fair and transparent decision making • Effective and open communication	• Working in partnership • Trust and loyalty • Justice and equality for Indigenous people • Cultural diversity
POSITION SUMMARY	
The Business Manager - Carbon and Fire programs is a key leadership role within the Land & Sea Management Unit and works collaboratively with the Business Manager - Ranger and IPA Programs to support the Land and Sea Unit Manager, including with 2IC functions from time to time. The Business Manager will oversee the management, performance and function of the Carbon and Fire programs with direct line management of the Fire Program Manager, Carbon Program Manager, Environmental Policy Manager and Carbon and Fire	



Administration. The Business Manager will have responsibility for managing the expansion of Carbon and Fire program operations, maintaining business relationships with key funders and stakeholders and have principal carriage of contracts, budgets and program deliverables.

We are looking for someone with demonstrated experience in managing complex programs, who has a good understanding of the region, a sound understanding of Savanna Fire burning and Carbon projects as well as emerging Nature Biodiversity Markets. The preferred candidate will also have an interest and understanding of the link to Indigenous Rangers, Indigenous Protected Areas, and Native Title that these projects present.

You will be experienced in leading and developing teams of diverse strong technical expertise and be effective working with traditional owners.

You will be a great communicator, having the ability to code-switch between all stakeholders. You will have a strategic mind and actively contribute to strategic and operational planning.

LOCATION

The position operates out of the Broome KLC office.

KEY RESPONSIBILITIES

Duties

- Manage the operational delivery of the LSMU activities including sponsored projects within the established policy and procedures of the KLC in accordance with the authority as delegated by the CEO
- Ensure that the LSMU activities are consistent with KLC Native Title Representative Body objectives and functions and support native title outcomes for Kimberley Aboriginal people
- In consultation with the Unit Manager and Senior Staff within LSMU, develop and implement policies for the efficient running of the unit and its long-term sustainability
- Ensure operational and activity plans, including budgets, are developed, in consultation with LSMU Managers, for the unit. Ensure that the plans are regularly reviewed and reports are provided on progress towards achievement of project objectives
- Report on and participate in new or emerging issues of strategic or operational importance to the KLC's operations
- Represent the organisation at all levels with relevant stakeholders as directed from time to time by the Unit Manager. Make formal presentations on issues of the unit to interested stakeholders
- Work collaboratively within the LSMU Management team and provide high level advice on compliance with activities, governance within KLC and decisions on contractual deliverables and outcomes
- Provide operational management direction and support to the Land & Sea Unit.
 - In absence of the Unit Manager, provide operational oversight and direction to the Land and Sea Unit. Ensuring direction is aligned to KLC Policies and the Grant Funding deliverables



- Work with the Unit Manager to support the Land & Sea structure, and implement changes as necessary for the team.
- Direct line management to the Carbon and Fire Administration.

Contract Management and Reporting

- Work in collaboration with the Finance team to ensure key budgets are managed appropriately and contracts delivered on at a high standard.
- Lead the LSMU team in the management of the administration and execution of LSMU contracts, including but not limited to:
 - management of variations;
 - providing guidance and direction to LSMU management team;
 - monitoring progress and providing updates to ensure deliverables are met;
 - proposals to use underspends – developing submissions to successfully benefit the LSMU team and programs
- Maintain a process for the drafting, signing, implementing and review of Fee for Service contracts, with input from Program Managers, Ranger Coordinators and Legal staff.

Financial

- Have oversight of the individual budgets allocated to projects within the unit, and provide direction to Program Managers ensuring they are across each of their projects financially and can make sound decisions in implementation. Provide regular reports on these projects to the Land & Sea Manager ensuring the unit operates on a sound financial basis and that staff do not exceed the authority delegated to them
- Administer the delivery of budgets and identify operational implications of financial agreements and issues, including:
 - Oversight of budget development
 - Updating on contractual obligations to invoice grantors ensuring deliverables are met.
 - Manage and oversee any potential budget deficits or over expenditure and report to LSMU manager
 - Train and build capacity of staff to be across their budgets
 - Oversight of finances related to activities
- Oversight of LSMU activity codes, including monthly financial updates. Provide in-depth analysis of monthly budget, guiding on expenditure, forecasting and management.
- Ensure adherence to all finance and procurement policies or contractual agreements

Occupational Health and Safety

- Actively contribute to the health and safety of the workplace by adhering to all health and safety policies and procedures.

Compliance

- Comply with all internal KLC policies and procedures;



- Demonstrate an awareness of and commitment to the KLC Vision, it's Values and Strategic Plan.

Other

- Participate in LSMU Senior Management team meetings to assist in achieving optimal outcomes across the network
- Participate in relevant training and professional development activities
- Support and attend key KLC events
- Other tasks not inconsistent with the above as directed by Senior Management

SKILLS, QUALIFICATIONS AND EXPERIENCE

SELECTION CRITERIA:

Essential

- Experience or qualification in a field relevant to management, land management, education/training
- Experience in working on conservation, land management, cultural heritage management and/or education/training programs
- Good working knowledge and understanding of Aboriginal culture and protocols
- Demonstrated project management skills with a proven ability to plan, coordinate and evaluate culturally responsive initiatives in a complex environment
- Demonstrated highly developed communication and interpersonal skills to build mutually respectful relationships and partnerships with Aboriginal communities, organisations and stakeholders
- Experience in managing staff, including staff in geographically dispersed locations
- Experience in developing, managing and monitoring multiple budgets and outcomes

PERFORMANCE GOALS

- As identified in Individual Performance Plan (IPP).

