



ADMINISTRATOR – KOOLAN ISLAND

2 YEAR FIXED TERM CONTRACT

The Administrator Koolan Island role is to ensure the administration and delivery outcomes of the Koolan Island Co-existence Deed for the Dambimangari Traditional Owners in partnership with Mount Gibson Iron (MGI).

Dambimangari Aboriginal Corporation (DAC) is the corporate body for the Dambimangari Peoples, providing a range of programs for the benefit of the Traditional Owners, providing employment, business and social and economic assistance. DAC's mission is good governance, strong financial management and focused cultural activities to strengthen the independence of Dambimangari people. Its values are to create a strong, healthy and economically sustainable community of Dambimangari people.

This position is located in Derby Western Australia.

Selection Criteria

Essential:

1. Demonstrated experience working with Aboriginal people and communities providing culturally attuned services together with excellent culturally appropriate verbal and written communication skills.
2. Proven capacity in delivering sustainable outcomes in the following areas: – Community Development – Service Delivery – Project Management
3. Have the capability to lead and supervise an effective and collaborative team.
4. Able to demonstrate a high level of competency in stakeholder engagement through collaborative working relationships with internal and external stakeholders, including government agencies, community and business.
5. Possess high level of interpersonal and communication skills, both written and verbal.
6. Excellent initiative and self-directed work practices as well as highly developed organisational skills.
7. Have the capacity to undertake a FIFO roster to mine-site on a fortnightly basis.
8. A good understanding and knowledge of the Mining Act, Native Title Act, Environmental Act and the Aboriginal Heritage Acts in WA.
9. In depth understanding and experience in recruitment of Aboriginal people.
10. Demonstrated ability to ensure compliance with funding, targets, quality and other reporting requirements.

11. Intermediate level skills in MS Office, Excel and Outlook.
12. Knowledge and experience in the implementation of Native Title Agreements.
13. Current 'C' class drivers' licence.
14. Current Working with Children's card (within last 6 months).
15. Current Police Clearance (within last 6 months).
16. Undertake mine-site medical including drug & alcohol screening.

Desirable:

1. Degree or post-graduate qualifications in Human Resources, Community Development, Business Management or related field.
2. Previous experience in senior management within an Aboriginal Corporation.
3. Experience in managing teams.
4. Knowledge and experience of the mining sector, including environmental management, heritage management and workplace health and safety.

Location: Derby Western Australia
Contract: 2 years fixed-term
Remuneration: As per the Aboriginal Communities & Organisations Award 2011 Level 7
Includes 4 weeks annual leave + 1 week remote leave
District Allowance, Annual Airfare Allowance, Leave Loading,
Superannuation and Salary Packaging available.
Supplied: Work vehicle, laptop, mobile phone, minesite PPE
Applications: Please email applications to:
Marilee.Liddell@optimalpersonnelservices.com.au
Closing: 5pm Wednesday 27th May 2020
Further Information: Please contact Marilee Liddell at Optimal Personnel Services on
0437 858 567 for further information.

Dambimangari Traditional Owners are strongly encouraged to apply.

Aboriginal & Torres Strait Islander people are strongly encouraged to apply.