



EXPRESSION OF INTEREST ADMINISTRATION MANAGER

We are currently seeking expressions of interest for an Administration Manager's role. The Administration Manager is to ensure the administration operations of Dambimangari Aboriginal Corporation (DAC) operates in an efficient and effective manner in the delivery of professional services for Dambimangari Traditional Owners and all stakeholders engaged in DAC operations.

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 Dambi 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

Leadership & Management:

1. Well demonstrated leadership skills including the ability to lead and manage teams and the capacity to plan work, motivate staff and monitor performance within the requirements of the operational policies and procedures.
2. Able to demonstrate organisational and management skills of a high order, including the ability to strategically plan, budget, manage, and evaluate activities and the performance of the organisation.
3. Excellent initiative and self-directed work practices as well as highly developed organisational skills.

Governance:

4. Possess a high level of organisational and business governance with the ability to develop, implement and deliver strategic plans to progress the organisation's vision statement.
5. Demonstrated ability to ensure compliance with funding, targets, quality and other reporting requirements.

Engagement:

6. Demonstrated experience working with Aboriginal people and communities providing culturally attuned services together with excellent culturally appropriate verbal and written communication skills.
7. Ability to engage collaboratively and form solid working relationships with internal and external stakeholders, including government agencies, community and business.
8. Possess high level of interpersonal and communication skills, both written and verbal.

Human Resource Management:

9. Demonstrated experience in managing employee relations and performance management issues, grievances and an understanding of HR practices.
10. Possess strong negotiating and influencing skills, with the ability to have difficult conversations confidently.
11. Strong understanding of recruitment principles and processes.

Finance & Compliance:

12. Ability to manage and deliver budgets, financial management, risk management, reporting and compliance.
13. Implement financial policies, procedures and delegations across the organisation.

HSE:

14. Be able to demonstrate alignment to HSE policies and procedures. Other:
15. Current WA 'C' class driver licence.
16. Current Working with Children's card (within last 6 months).
17. Current Police Clearance (within last 6 months).
18. Undertake medical including drug & alcohol screening.

Qualifications:

Tertiary qualifications in Business, Community Management, Business Administration Management or equivalent experience in an Administration Manager role of three years plus.

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.

Location:	Derby Western Australia
Remuneration:	As per the Aboriginal Communities & Organisations Award 2011 Level 9 Includes 4 week annual leave + 1 week remote leave District Allowance, Annual Airfare Allowance, Leave Loading, Superannuation and Salary Packaging available.
Supplied:	Work vehicle, Laptop and mobile phone
Applications:	Please email your expression of interest to: Marilee.Liddell@optimalpersonnel.com.au
Closing:	5pm Wednesday 27 th 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.**