



POSITION DESCRIPTION

JOB TITLE:	Strategy & Business Development Advisor
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 2 years full time, with opportunities for extension subject to funding
SALARY:	\$80,000 - \$95,000
REPORTS TO:	Operations and Policy General Manager

THE ORGANISATION

Eastern Maar Aboriginal Corporation (EMAC) was determined by the Federal Court as a Registered Native Title Body Corporate (RNTBC) under the Native Title Act 1993 (*Cth*) in 2011, holding native title for an area of land shared with the Gunditjmara people in what is now known as South West Victoria.

In 2012, the Eastern Maar filed a native title claim over the remaining portion of their traditional land and waters. EMAC has been accorded Registered Aboriginal Party (RAP) status (under Victorian Aboriginal heritage legislation) for the shared native title area and the area covered by the 2012 native title claim in February 2020.

The Corporation is governed by a Board of Directors, each representing a family group of the Eastern Maar People. Its role is to protect and advance the aspirations of Eastern Maar citizens by managing their native title and cultural heritage rights and interests and implementing aspects of the Eastern Maar Settlement Agreements to be negotiated with the State of Victoria under the *Traditional Owner Settlement Act 2010*. EMAC is also responsible for providing high quality policy advice, leadership in developing key initiatives, and strengthening the capacity and independence of Eastern Maar citizens.

PURPOSE OF THIS POSITION

The Strategy & Business Development Advisor works closely with the CEO and the Leadership Team to adaptively lead and deliver targeted cross-functional and corporation-wide projects and activities that builds organisational and community capacity, as well as contributing to the long-term growth and sustainability of the corporation.

The position will provide strategic advice and consultancy to:

- Lead structured conceptualisation (i.e. concept mapping, program logic) of strategy, growth and optimisation projects including advising on optimum approach to implementation.
- Collaboratively facilitate ideation brainstorming sessions to identify issues, ideas, and opportunities.
- Undertake risk analyses to evaluate project risk.
- Conduct research and perform complex analysis on targeted subject matter.
- Test logic and provide thorough, data-driven recommendations and high-quality written materials including but not limited to government submissions, funding proposals and tender responses, business cases and business development proposals, and board papers.

A fundamental role of the position is to engage and consult widely with a range of key stakeholders including government and non-government agencies and importantly Eastern Maar community.



KEY ROLES AND RESPONSIBILITIES

Strategy, tactics, project management and writing

- In conjunction with the EMAC Leadership team develop a portfolio of scoped and prioritised enterprise and business initiatives, strategies and plans needing to be introduced that address and close gaps and capitalise upon opportunities.
- Development and manage assigned projects from the developed portfolio using normative project management methodologies.
- Lead structured conceptualisation (i.e. concept mapping, program logic) of strategy, growth and optimisation projects including advising on optimum approach to implementation.
- Collaboratively facilitate ideation brainstorming sessions with internal operational staff, the board and EMAC citizens to identify issues, ideas, and opportunities.
- Use relevant and reliable information from a range of sources, such as academic and cultural knowledge sources to develop clear evidence-based recommendations and reports.
- Conduct feasibility studies and financial modelling with the support of the Finance Manager
- Prepare and provide concise, clear, coherent and high quality written documents including briefing notes and project management documentation i.e. project proposals/plans in a highly collaborative manner with input across the corporation such as Board and Executive papers, presentations, plans and other documentation in support of strategy development, implementation and change management.
- Ensure the integration of EMAC assertions and rights, strategic, benchmarking and performance analysis into relevant documentation.
- Ensure organisational interdependencies are identified, well planned for, communicated, and managed to enable effective delivery of program priorities.
- Develop a project handover checklist and when required/relevant facilitate project handover to other personnel.
- Coordinate and develop written submissions.

Engagement

- Act as a consultant and advice line to the EMAC divisions, branches and business units to test logic on complex and difficult problems, broker novel solutions and ensure solutions and relevant information gained is reported up the corporation chain particularly if the solution contributes, compliments and benefits other areas of the business.
- Build and maintain strong collaborative and respectful relationships with various stakeholders including, government, business including potential business partners and EMAC community.

Grant Writing

- Oversee the development and implementation of an effective end to end process for grant opportunities.
- Prepare, write, and produce funding applications that frame and meet the needs of EMAC, applying a persuasive writing style.
- Collaborate with EMAC staff to prepare grant submission for approval by the CEO



- Access online grant search services to identify and match grant opportunities to bolster existing initiatives and develop new service offerings and programs.
- Maintain current records including grant tracking and reporting.
- Undertake independent research to support project grant submission.

Evaluation

- Ensure ongoing effective monitoring and evaluation of assigned projects.

GENERAL

- Be aware and adhere to The Privacy Act, OH & S Legislation and other relevant legislations.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.
- Perform other duties as may be directed or implied from time to time.

KEY SELECTION CRITERIA

ESSENTIAL

- Relevant tertiary qualifications e.g. Business, Finance, Project Management
- Demonstrated interpersonal, communication, and facilitation skills, including demonstrated success in engaging and maintaining strong relationships with diverse stakeholders.
- Strong analytical and problem-solving skills.
- Sound project management skills with demonstrated ability to take initiative and manage issues.
- Proven ability to show initiative, work collaboratively, prioritise work requirements, consult appropriately and respond to direction.
- Good time management skills with the ability to manage multiple relationships and projects simultaneously.
- Experience in writing Government tender submissions
- Highly developed strategic and analytical skills.
- Demonstrated adeptness in working in a dynamic and challenging environment and responding flexibly to meet changing needs, priorities, and deadlines.
- Demonstrated ability to research and store data.
- Highly developed verbal and written communication skills, and the ability to conceptualise and communicate ideas using a wide range of tools.
- Strong negotiation skills particularly in closing commercial contracts.

DESIRABLE

- Demonstrated understanding of the regulatory framework in which EMAC operates.

OTHER POSITION REQUIREMENTS

- The incumbent requires the ability to travel regularly for work related purposes.
- A current Victorian driver's licence is essential.
- Proficiency in the use of computer and telecommunications technology.



Eastern Maar
Aboriginal Corporation

HOW TO APPLY

To apply please include in your application a CV/resume and cover letter that addresses why you are the best candidate for this position and how your background, experience and skills align with the Key Selection Criteria.

Please ensure your full name is on all attachments and email your application to angela.jeffery@easternmaar.com.au.

Closing date for applications: COB 11th November 2021

If you have any queries about the role, please email angela.jeffery@easternmaar.com.au or call on 0429 566 659

Appointment of the successful applicant will be made subject to a satisfactory national police history check.

Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.