



POSITION DESCRIPTION

JOB TITLE:	Administration Officer Mana Developments
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full time
SALARY:	\$51,000-56,000 as per award
REPORTS TO:	General Manager Mana Developments

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* (Vic). 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 Administration Officer position will provide effective administrative services to support EMAC's newly established Mana Developments division in EMAC. Mana Developments drives, in consultation and partnership with Eastern Maar Rights Holders, the development of businesses, products and services from end to end that lift up the economic prospects and contribute to the economic independence and increased opportunity of EMAC Rights Holders, an aspiration set by the community as part of Meerreengeeye Ngakeepoorryeeyt, the Eastern Maar Country Plan. Mana Developments has been established to create new business and service lines to meet demands for Eastern Maar knowledge, experience and perspectives in the market.

Through their duties, the Administrative Officer will ensure Mana Developments runs smoothly, is well organised and always prepared to provide its services to a high standard. The role is critical to ensuring that the business runs efficiently and develops and maintains fruitful relationships with its clients. The Officer will act as a point of contact for potential Mana Developments clients and take care of any administrative matters as required by the Mana Developments team. The Officer will provide a high-quality professional service to ensure the effective delivery and recording of all Mana Development activities.



KEY ROLES AND RESPONSIBILITIES

Internal and external communications

- General management and facilitation of internal and external communications of the Mana Development business, including:
 - Answering incoming calls, taking and communicating messages and re-directing calls as required.
 - Resolving phone and email enquiries from employees and clients.
- Liaising and communicating with EMAC.

Relationships management

- Forge strong, enduring relationships with internal staff and external stakeholders including but not limited to government departments, journalists and media outlets.
- Attend appropriate internal and external groups and networks as required or directed.

Other general administrative tasks

- Data entry.
- General office management such as ordering any supplies as needed.
- Preparing and formatting documents, reports and presentations.
- Maintaining and updating Mana Developments business databases.
- Organising and maintaining filing systems, managing document control.
- Updating Mana Developments policies and communicating them to the wider team.
- Maintaining individual, team and EMAC/Mana Developments-wide calendars and scheduling appointments.
- General Logistics including but not limited to booking and organising meeting rooms, accommodation, travel and food/catering as needed.

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 from time to time.

KEY SELECTION CRITERIA

ESSENTIAL

The key selection criteria specified below outline the capabilities required for the position.

- Administrative/business administration experience or relevant qualification.
- Demonstrated outstanding writing and communication skills with strong attention to detail and a creative approach.
- Excellent information technology skills and demonstrated ability to use software for administrative purposes i.e. data entry.
- Experience and capacity to collaboratively manage relationships with a diverse stakeholder group including management, Aboriginal organisations, Aboriginal community members and Government bodies.

DESIRABLE

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



- Knowledge of Eastern Maar people, Country, culture, values, aspirations and customs and experience working with the Eastern Maar people, community and key organisations and stakeholder groups.
- Experience and capacity to collaboratively manage relationships sensitively and effectively with a diverse stakeholder group including management, Aboriginal organisations, Aboriginal community members and Government bodies.

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.

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 Bansri Dave, bansri.dave@easternmaar.com.au

Closing date for applications: **14 November 2022**

If you have any queries about the role, please email bansri.dave@easternmaar.com.au

Appointment of the successful applicant may be 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.