



## POSITION DESCRIPTION

JOB TITLE:	Administration Officer Mana Developments
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full time
SALARY:	\$23.97 per hour - \$27.66 per hour as per Award
REPORTS TO:	General Manager Mana Developments

## THE ORGANISATION

The Eastern Maar Aboriginal Corporation (EMAC) is a Registered Native Title Prescribed Body Corporate (RNTBC) established under the Native Title Act 1993 (Cth) and registered as a corporation under the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 (CATSI Act).

EMAC was established in 2011 following a positive Native Title consent determination by the Federal Court. This determination granted rights over an area known as PART B, spanning from Deen Maar (Lady Julia Percy Island) in the south to Dunkeld in the north. It is shared with the Western Gunditjmarra Native Title Holders, represented by the Gunditj Mirring Traditional Owners Aboriginal Corporation.

In March 2023, a second positive Native Title Determination expanded EMAC's jurisdiction, covering an extended area from Yambuk to Aireys Inlet in the southwest, reaching Middle Creek and Ararat in the north, and returning south to Dunkeld.

Eastern Maar peoples are those descendants, including by adoption, of the following persons:

- King of Port Fairy and Eliza; Old Jack (father of John Dawson); Charlie and Alice (parents of Albert Austin); Samuel Robinson and Mary Caramut; Lizzie (mother of Frank Clarke); Robert and Lucy (parents of Alice Dixon); Barney Minimalk; Nellie Whiturboin; Louisa (mother of William Rawlings) and Richard Sharp;

and who:

- either identify as being from the eastern domain of the Maar-speaking people and are recognised as being from the eastern domain by the Eastern Maar people;
- or otherwise identify as Maar, Gunditjmarra, Tjap Wurrung, Peek Whurrung, Keeray Wooroong (Kirrae Whurrung), Kuurn Kopan Noot, Yarro Waetch (Tooram Tribe), Djargurd Wurrung, Gulidjan and/or Gadubanud and are recognised as being from the eastern domain by the Eastern Maar people.

EMAC is a formally recognized Registered Aboriginal Party (RAP) responsible for protecting and managing cultural heritage. The RAP boundaries extend beyond the Native Title-recognized boundaries, including Winchelsea in the east and reaching the furthest point of Landsborough in the north.

As the representative body, EMAC advocates for the collective group, advancing their native title rights, protecting cultural heritage, providing policy advice, and leading key initiatives aligned with the rights, aspirations, and assertions of the EMAC community. They actively strive to enhance the cultural and economic capacity and independence of Eastern Maar citizens by pursuing and implementing their economic and social aspirations, notably through the Victorian Registered Aboriginal Party regime.



## **PURPOSE OF THIS POSITION**

The Administration Officer position will provide effective administrative services to support EMAC's Mana Developments division. Mana Developments, in consultation and partnership with Eastern Maar Rights Holders, drives 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. This is 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 division runs efficiently and develops and maintains fruitful relationships with its clients.

In particular, the Officer will undertake an important role in assisting with the organisation of EMAC's cultural services provided to the wider community, through the management of bookings and client relationships. The Officer will act as a point of contact for potential clients and take care of any administrative matters as required by the Mana Developments team.

## **KEY ROLES AND RESPONSIBILITIES**

### **Internal and external communications**

- Provide guidance and information to the community whilst adhering to EMAC's engagement standards.
- Manage bookings for cultural services (eg. traditional dances, Welcome to Country and Smoking ceremonies) and organise Eastern Maar community members to deliver these services.
- Undertake general office duties, including electronic scanning, filing, mail handling and distribution of correspondence.
- Maintain a high level of confidentiality, ethical behaviour, and a professional image.
- Provide general management and facilitation of internal and external communications of the Mana Development business, including:
  - Manage bookings, requests, concerns, and inquiries.
  - Efficiently organise appointments, travel, and meeting/workshop preparatory arrangements
  - Monitor, order, and distribute office supplies and equipment required to support the delivery of business services through Mana Developments
  - Resolve phone and email enquiries from employees and the community.
- Liaise and communicate with the Mana team and wider EMAC staff.

### **Relationships management**

- Forge strong, enduring relationships with EMAC staff and Eastern Maar Citizens
- Attending appropriate internal and external groups and networks as required or directed.
- Coordinate meetings, forums, surveys, and online discussions.
- Work closely with team members to provide seamless administrative support.
- Ability to work in a fast-paced administrative support role.
- Strong keyboard skills, computer skills, literacy, and numeracy.



### **Other general administrative tasks**

- Work in a multidisciplinary team environment and work autonomously, including setting priorities and monitoring own workflows to deliver a timely and quality service.
- Familiarity working with MS Office Suite.
- Prepare and format documents, reports, and presentations.
- Maintain and update Mana Developments databases for cultural service bookings.
- Help organise and set up cultural awareness training sessions.
- Provide 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 excellent writing and communication skills with strong attention to detail and a creative approach.
- Knowledge and experience working with MS Office and Database applications.
- Confidence with smartphones and digital devices or willingness to learn.
- Excellent time management skills and ability to prioritise workloads with a can-do attitude.

### **DESIRABLE**

- Demonstrated understanding of EMAC's roles and purpose.
- Knowledge of the Eastern Maar Peoples, Country, culture, values, aspirations and customs and experience working with Eastern Maar Peoples, community and key organisations and stakeholder groups.
- Experience and capacity to manage relationships sensitively and effectively with a diverse stakeholder group including EMAC staff, Eastern Maar community members, public, and government agencies.

### **OTHER POSITION REQUIREMENTS**

Offers of employment can only be made once all required probity checks have been completed. These include:

- Reference checks.
- The appointment of the successful applicant will be made subject to a satisfactory national police history check. A clear Police Check must be conducted within the last three months.
- Working with Children check
- 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.
- A request to conduct probity checks does not guarantee that an offer of employment will be made.

## WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

### EMAC EMPLOYEE BENEFITS

- Hybrid working arrangements available.
- Paid Christmas Break.
- Employee Assistance Program.
- Salary Packaging Benefits.
- Mentoring, learning and career development opportunities.

### EMAC WILL OFFER

- A friendly and supportive culture.
- Opportunities for career progression.
- Opportunity to experience various teams.

## 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](mailto:bansri.dave@easternmaar.com.au).

Closing date for applications: **COB 20 May 2024**

If you have any queries about the role, please email [bansri.dave@easternmaar.com.au](mailto:bansri.dave@easternmaar.com.au)

### **Identified Role:**

*This is a designated position. Successful applicants must be able to provide evidence that they are of Aboriginal and/or Torres Strait Islanders descent; identify as an Aboriginal and/or Torres Strait Islander; and are accepted by their community as Aboriginal and/or Torres Strait Islander. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic) and s8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).*