



POSITION DESCRIPTION

JOB TITLE:	Administration Officer (Backfill)
LOCATION:	Warrnambool, Victoria
TERM:	Full-time (1.0 FTE), Fixed term until 31 December 2025
SALARY:	\$28.69 per hour according to <i>Clerks Private Sector Award Level 3</i>
REPORTS TO:	General Manager Corporation Services

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 peoples.

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 will work co-operatively, as part of a team to provide a broad range of administration and clerical support for EMAC in an effective and efficient manner to delivering high quality member, visitor and stakeholder service both internally and externally to the organisation.

KEY ROLES AND RESPONSIBILITIES

Specifically, the position's duties will include.

- First point of contact for office visitors ensuring a welcoming reception.
- Screen incoming inquiry calls and emails through assessing the nature and urgency of the subject matter. Escalate and redirect where appropriate and when determined as necessary to the relevant staff for attention in a timely manner. Ensuring messages are recorded accurately.
- Mail retrieval, sorting, logging, and redistribution internally to relevant staff. Administer all outgoing mail requirements including utilising mail merger.
- Ensure reception, waiting room and tearoom areas are clean, tidy, organised, and welcoming.
- Filing and record management, including input and maintenance of EMACs registers and databases.
- Draft and forward where required meeting papers, briefing notes, reports, presentations, letters, and other documentation requested by the CEO and GM's.
- Manage EMAC's stationary templates on the shared drive.
- Maintain office resources, including but not limited to stationery, cleaning supplies and equipment.
- Assist with travel logistics where directed by CEO or GM's.
- Assist in the security of the EMAC office, including management, maintenance, and issue of keys; access cards; ID cards; and related staff, visitor and contractor in/out registers, and covid-19 compliance requirements.
- Coordinate the EMAC pool vehicles, including assist with staff bookings, booking and dropping of vehicles for maintenance, reconcile logged kilometres of staff, and housing of pool car keys.
- Undertake other designated administrative duties, specific projects as directed by the CEO or General Manager Corporation Services.

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

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

- Demonstrated experience in administration and reception.
- Sound knowledge of reception and office administration procedures.
- High level of computer literacy and competency in the Microsoft Office suite



- Demonstrated interpersonal skills, including the ability to communicate effectively with people from diverse backgrounds.
- Excellent verbal and written communication skills, including highly developed literacy in the English language, grammar and spelling.
- Demonstrated Ability to think laterally, creatively and to take initiative and plan ahead.
- Strong organisational and time management skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- Victorian driver licence.
- Working with Children's check.

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, key organizations, and stakeholder groups.
- Certificate III Business Administration or similar is desirable.

WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

What sets us apart

- Flexible hybrid working arrangements available.
- Salary Packaging benefits
- Paid Christmas break in addition to 4 weeks of annual leave
- Employee Assistance Program
- A friendly and supportive culture
- Professional Development Opportunities

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@easternmaar.com.au

Closing date for applications: COB Friday 30 August 2024

“We will begin conducting interviews as soon as applications for the position are received.”

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

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

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).