



POSITION DESCRIPTION

JOB TITLE:	General Manager – Corporation Services
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE Full-time, fixed term - 24 months
SALARY:	\$130,000 - \$140,000 per annum + SGC
REPORTS TO:	Chief Executive Officer
SUPERVISES:	Human Resource Officer, Administration Officer, Continuous Quality Improvement Officer, Media and Communication Officer

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 Gunditjmara 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, Gunditjmara, 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

EMAC's General Manager of Corporation Services will lead and oversee the majority of the Corporation Services Division, ensuring the effective provision of services to support the corporation's functioning and strategic objectives. The position will be responsible for administrative efficiency, ensuring compliance, maintaining efficient governance practices, engaging, and communicating with communities and stakeholders, and assisting the financial services sector of EMAC and focused on implementing transformational change initiatives.

The position reports directly to the Chief Executive Officer and will manage several direct reports within the Division.

This role is crucial in driving organizational excellence, fostering innovation, and ensuring strategic alignment across all corporate functions.

KEY ROLES AND RESPONSIBILITIES

KEY DUTIES OF THE POSITION INCLUDE:

Strategic Development and Implementation

- Assist and lead in the development and implementation of the strategic direction of the Corporation.
- Understanding and maintaining the responsibilities of the Corporation as the prescribed body corporate managing the native title rights and interests of Eastern Maar peoples.

Continuous Quality Improvement and Policy Management

- Oversee and support Continuous Quality Improvement initiatives, ensuring policy innovation, development, and implementation align with industry best practices and Eastern Maar values.
- Drive continuous improvement initiatives across the corporation.
- Oversee and contribute to a comprehensive risk management framework, integrating it with continuous improvement activities.

Administrative Operations

- Oversee and support the day-to-day administrative operations of the corporation.

Media and Communications

- Oversee and deliver the Media and Communications requirements of the corporation, including managing Facebook, the EMAC website, and media releases.

Information Technology

- Oversee and support the Information Technology requirements of the corporation.

Human Resources

- Oversee and support the Human Resources requirements of the corporation.

Stakeholder and Community Engagement

- Liaise with Board members and Eastern Maar Rights Holders, both members and non-members of the Corporation.
- Proactively liaise with partners and stakeholders regarding projects and funding.

Project, Budget, and Funding Management

- Oversee the Corporation's projects, budgets, and funding agreements alongside the General Manager of Finances at a strategic level.

Governance and Compliance

- Oversee, support, and deliver the corporation's governance requirements, including:
 - Administration and logistical requirements for Board meetings, annual general meetings, and full group meetings of Directors.
 - Administration and logistical requirements for Directors, members, and Native Title holders for meetings.
 - Ensure Board resolutions and decisions are implemented in a timely manner.
 - Be the contact person for the corporation and Directors.



- Coordination of ORIC reporting.
- Maintain the membership register and filing of memberships and board meeting minutes.

Change Management

- Lead change management processes for significant organisational transitions, ensuring smooth implementation and minimal disruption to operations.

GENERAL

- Provide updates/reports to the CEO and the Board of Directors.
- Perform other duties as may be directed from time to time.
- 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.
- Attend all mandatory training as required.

KEY SELECTION CRITERIA

To be considered for the role of General Manager – Corporation Services, candidates must meet the following selection criteria:

Essential Criteria

- Demonstrated experience and ability to provide strategic leadership and drive organisational excellence in a complex environment.
- Proven experience in managing diverse corporate functions and implementing change initiatives.
- Expertise in corporate governance, compliance, and risk management
- Strong stakeholder engagement skills, including the ability to manage relationships such as with Board of Directors, Board members, community, and external partners.
- Proficiency in financial oversight, budgeting, and resource management, including experience with funding agreements.
- Track record of driving continuous improvement and fostering innovation within an organization.

Desirable Criteria

- Relevant tertiary qualifications in Business Management, Public Administration, or related fields.
- Experience with quality assurance systems and accreditation processes.
- Understanding of Native Title and Traditional Owner Settlement processes.
- Demonstrated leadership experience in non-profit, community-based, or Aboriginal organizations, coupled with a strong understanding of and commitment to Aboriginal culture.

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.



- 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

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.

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