

Position Description

Executive Officer



KARRI KARRAK
ABORIGINAL CORPORATION
ABN 19 126 031 234 ICN 9633

Position Details

Position Title	Executive Officer
Classification	Management Level 1.1 – 1.4
Type of Employment	Full time
Location	Busselton
Reporting to (position)	CEO
Review date	March 2023

Key Relationships and Interactions

Internal	CEO, Board, Cultural Advice Committee (CAC), other committees, staff
External	Local Noongar Communities, State and Local Government Bodies, Businesses, and Community Groups.

Role Description

Provide governance, executive and logistical support to the CEO, Board and key committees

Duties

1. Draft communications to internal and external stakeholders for CEO/Board finalisation,
2. Ensure that all key CEO/Board incoming and outgoing communications are captured in the document management system,
3. Maintain a Register of matters referred to and from the CAC and record CAC and Board decisions in the Register, in accordance with agreed protocols between the Board and the CAC.
4. Maintain the Disclosure of Interest register for the Board and CAC
5. Provide high level administrative support including assistance with the production of Reports and Presentations, organisation of meetings, etc.
6. Take minutes of meetings and ensure that required actions are recorded and distributed.
7. Work with the CEO and Committee Chairs in relation to organising meeting Notices, meeting Agenda, meeting timing, location, etc.
8. Ensure that strict standards are maintained in relation to confidential and private information,
9. Act as liaison person with the Central Services Corporation (CSC) in relation to ensuring that agreed procedures associated with the CSC Services Agreement are followed by both the CSC and the Corporation.
10. Participate in CSC training or user groups such as for document management, etc.
11. Assist the CEO, Board and committees in relation to ensuring Rule Book, Election Manual, CAC/Board protocol and ILUA compliances.
12. Keep the membership database up to date and record member interactions in the database system.

13. Oversee the IT system, connections, hardware and software in conjunction with CSC and IT services vendor
14. Undertake other related duties as directed by the CEO.

Selection Criteria (Education, Skills and Experience)

Essentials
<ol style="list-style-type: none"> 1. High level of IT skills in Outlook, Word, MStTeams and PowerPoint, 2. Demonstrated successful achievements in a similar role, 3. Strong initiative and problem-solving ability, 4. A working level of knowledge of the Noongar community and its aspirations, 5. Excellent oral and written communication skills, especially in a cross-cultural context, 6. Strong commitment to the development and advancement of the Noongar Community. 7. Demonstrate high-level of Indigenous cultural competency and the ability to communicate effectively with the Noongar Community
Desirable
<ol style="list-style-type: none"> 1. Tertiary qualifications would be highly regarded but are not essential. 2. A Western Australian C Class Drivers Licence. 3. The Corporation has a preference to employ a Noongar persons, however non-Noongar persons are eligible for appointment should no suitable Noongar person be identified as a suitable applicant. 4. An applicant with corroborated links to the Karri Karrak Apical Ancestors would be highly desirable.

Specific Requirements

<p>Section 51</p> <p>Under Section 51 of the <i>Equal Employment Opportunity Act 1984</i>, Karri Karrak Aboriginal Corporation seeks to increase the diversity of our workforce to better meet the needs of our clients and stakeholders, and to improve employment opportunities and outcomes for Aboriginal and Torres Strait Islander peoples. Aboriginal people are encouraged to apply and identify themselves as being of Aboriginal descent in the recruitment process, however, non-Aboriginal people are also welcome to apply.</p>

Position Description Approval

Board		Date	31 March 2023
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