



Thank you for your expression of interest in the position of **Aboriginal Administration Trainee** at NACC NRM. Please find below:

- Position Description
- Application requirements

**POSITION OVERVIEW**

<b>Position Title</b>	Aboriginal Administration Trainee
<b>Position Location</b>	Geraldton
<b>Employment Status</b>	1.0 FTE
<b>Contract Agreement</b>	As per the conditions of the NACC Enterprise Agreement (2013)
<b>Classification and Salary</b>	J1 \$22,788 – S6 \$52,219 + Superannuation
<b>Contract Term</b>	12 months
<b>Reports to</b>	Corporate Services Manager
<b>Positions under Direct Supervision</b>	Nil
<b>Special Conditions</b>	Pursuant to Section 50D of the Equal Opportunity Act, the applicant for this position must be of Aboriginal descent and preferably from the Midwest of Western Australia.

**KEY RESPONSIBILITIES**

The NACC Aboriginal Administration Trainee will provide administrative support to the Midwest Aboriginal Ranger Program (MARP) and across NACC teams, as well as work with key project partners and stakeholders, to support the delivery of project outcomes working with the NACC Aboriginal Program Coordinator.

The successful applicant will have good time management skills, a demonstrated ability to manage a number of tasks and be willing to learn. The successful applicant will also have the ability to communicate effectively and maintain strong relationships – both internal and external. Of the utmost importance, is commitment to and demonstration of NACC’s values:

- Passion
- Leadership
- Excellence
- Impartiality
- Accountability
- Respect
- Collaboration
- Professionalism

Experience and confidence working and communicating effectively with Aboriginal people is an important part of this role. The successful candidate will have some experience in office administration and/or relevant qualification(s) in this field, particularly good computer skills.

Based in Geraldton, the NACC Aboriginal Administration Trainee will be expected to travel widely across the Northern Agricultural region to fulfil the duties of the role. The incumbent will also be required to participate in on-the-job and off-the-job training in the field of Administration through a registered training organisation eg. Central Regional TAFE.

**KEY DUTIES**

<b>Aboriginal Program Support</b>	<ul style="list-style-type: none"> <li>• Support the Aboriginal Program Coordinator and NACC staff in developing and maintaining relationships with Traditional Owner groups and Aboriginal organisations in the region.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Support the Aboriginal Program Coordinator and NACC staff in developing opportunities for Traditional Owner groups and Aboriginal communities to participate in NRM within the Northern Agricultural Region (NAR).</li> <li>• Support the Aboriginal Program Coordinator to maintain strong working relationships with MARP project partners and stakeholders - these organisations may include but are not limited to community members and groups, local government and State and Federal agencies.</li> <li>• Support the Aboriginal Program Coordinator and NACC staff to promote Aboriginal engagement outcomes, activities and 'learnings' through publicity and communications – including but not limited to social media posts, e-newsletter articles and contributions to print media.</li> <li>• Assist Aboriginal Program Coordinator and NACC staff to organise and facilitate stakeholder, regional MARP meetings and other NACC events. Some tasks may include: - <ul style="list-style-type: none"> <li>○ Booking venue;</li> <li>○ Arranging catering;</li> <li>○ Inviting attendees and maintaining RSVP lists;</li> <li>○ Distributing flyers promoting events;</li> <li>○ Taking minutes of meetings;</li> <li>○ Setup and pack down of equipment</li> <li>○ Taking photos</li> </ul> </li> <li>• Respond to enquiries in a professional and efficient manner.</li> <li>• Provide positive front-of-house service for visitors to NACC where required, and respond professionally to emails and phone calls.</li> <li>• Provide other administration and support duties to the NACC team as required.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Uphold NACC's Mission, Vision and Values, and contribute positively to NACC's organisational culture of excellence.</li> <li>• Adhere to NACC's Staff Code of Conduct, and all NACC policies and procedures with particular attention given to OH&amp;S.</li> <li>• Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work.</li> <li>• Participate in work plan development and performance reviews as required.</li> <li>• Undertake required extensive travel and overnight stays as required to fulfil duties.</li> <li>• Undertake other duties as may reasonably be expected, or as directed by the General Manager.</li> </ul>

**Note:** This duty statement is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

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## SELECTION CRITERIA

### Essential

- Commitment and passion for the Mission and Values of NACC.
- WA School Certificate (Year 10) or equivalent.
- Demonstrated understanding and knowledge of Aboriginal social and cultural challenges and willingness to commit to community empowerment, training and development.
- Knowledge of and experience in Aboriginal culture and communities within the NAR, particularly in relation to caring for country.
- Commitment and passion for NRM; and a willingness to learn and develop skills.
- Ability to communicate effectively and work with a range of individuals, community groups, government representatives, partnership organisations, and other NRM stakeholders.
- Demonstrated ability to work as an individual, and as part of a team.
- Ability to meet deadlines and be flexible in assisting with priorities.

- Excellent written communication skills.
- Understanding and proficiency in the use of social media marketing tools (e.g. Facebook and Twitter).
- Sound skills and experience in the use of a Personal Computer and in particular Microsoft Office computer software.

**Desirable**

- A background in NRM or relevant industry sector.
- An understanding of land and water management, biodiversity and river health in relation to Aboriginal land use values and priorities within the NAR.
- A current C Class driver's license.
- Experience in the use of GIS.
- Experience in the use of a 4WD vehicle.

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I have read and understand the requirements of the role as detailed in this job description form. I will undertake the role as described to the best of my ability and hereby accept the responsibilities and duties for the position as described on this job description form.

Signed by: ..... (Appointee's signature). Date: ...../...../.....

**APPLICATION REQUIREMENTS**

- Visit the NACC website jobs section, and download the JDF and application information.
- Complete a Cover Letter expressing your interest and clearly addressing and highlighting all the areas outlined under the Selection Criteria. This includes the essential and desirable qualifications, skills and experience\*
- Submit your (i) Cover Letter and (ii) Resume/Curriculum Vitae which summaries your experience.

*\* Applications that do not include a Cover Letter and or Resume/Curriculum Vitae as outlined above, will not be accepted.*

For further information , please contact Corporate Services Manager, Tom Maina on 08 9938 0111 or [tom.maina@nacc.com.au](mailto:tom.maina@nacc.com.au)

To submit your application email: [recruitment@nacc.com.au](mailto:recruitment@nacc.com.au) ensuring you place the title of the position in the "Subject" line of your email. Incomplete or late applications cannot be accepted

**APPLICATIONS CLOSE: Monday, 28 October 2019, 10AM WST**

Application Tips: (The following is suggested to assist you in writing your cover letter addressing the application.)

- For each of the essential and desirable criterion, draw on your previous experience to write a brief statement that describes a situation in which you successfully utilised the skill or attribute to achieve a successful outcome.
- The examples can be from your previous work experience, studies or general life experience and should contain a description of the situation, an outline of the action you took, how the skill or attributes assisted you and the end result of the action. In some instances, one statement may address more than one criterion, although this needs to be indicated.
- It is intended that the cover letter addressing all criteria should be about 2 – 4 pages in length or approximately half a page to a page per criterion, although the content is far more important than the volume.

Signed by: ..... (Appointee's signature). Date: ...../...../.....