

# Aboriginal Business Development Officer



## Position Description

<b>Reporting</b> Aboriginal Business Development Manager	<b>Location</b> Kalimna	<b>Hours</b> Part-Time or Full-Time available	<b>Contract</b> Ongoing	<b>Reports</b> Nil	<b>Job Level</b> Crew
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**GLaWAC considers that being of Aboriginal or Torres Strait Islander heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.)**

## Role Purpose

The Aboriginal Business Development Officer provides key administrative support in the delivery of projects for GLaWAC's Economic Development team. The position provides effective and efficient administrative support relating to (but not confined to) financial processes, project management and business services.

The Aboriginal Business Development Officer will provide exceptional customer service and administrative support to the Economic Development team and all internal and external stakeholders.

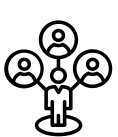
## The Role



Support the Renewable Energy program to achieve outcomes aligned to renewable energy transition. Support promotion of First Nations engagement to enable self-determination.



Provide project management support to develop project plans, program delivery, tracking engagement etc. Support all engagement related to major projects.



Develop and maintain effective communication and foster partnerships with a variety of internal and external stakeholders.



Work with Gunaikurnai community to build understanding, participation and relationships to enable strong engagement and participation.

## Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office
- Always demonstrate GLaWAC values
- Requirement for 3 x Covid-19 vaccinations
- Current Victorian Manual Driver's Licence
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Working With Children Check and/or Police Check
- Other duties as required

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### Essential Skills/Experience

- Effective organisational, project management and problem-solving skills.
- Can maintain a realistic balance with multiple, sometimes competing priorities.
- Exceptional interpersonal skills.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Friendly and professional manner.
- The ability to exercise sound judgment and professional discretion.
- Strong Microsoft Office skills.

### Desirable Skills/Experience

- Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

### Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example