

Position Description	
Position Title:	Dumawul Programs Admin Lead
Location:	Bendigo
Term:	Part-Time (0.8FTE) Fixed Term
Salary:	SCHADS award Level 4
Reports to:	Dumawul Events and Opportunities Manager

Dja Dja Wurrung Clans Aboriginal Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People and;
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

The role of the DDWCAC is to further the aspirations of the Dja Dja Wurrung Traditional Owners and Native Title Holders through the implementation of the Dhelkunya Dja Country Plan, the Dja Dja Wurrung Settlement Agreements, and the provision of high-quality policy advice; to provide strategic leadership by developing and leading key initiatives; and to continuously improve the capacity, integrity, and independence of the Dja Dja Wurrung.

The DDWCAC is a registered Public Benevolent Institution allowing general salary sacrifice.

Dja Dja Wurrung Enterprises Pty Ltd

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) is a company solely owned by Dja Dja Wurrung Clans Aboriginal Corporation. DDWE business model is founded on seeking new business opportunities based on core competencies, brand, and alignment with regional investment. Dja Dja Wurrung Enterprises Pty Ltd business includes natural resource management and cultural heritage.

Our Values

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) success is attributed to the knowledge and skills of our people. To maintain and exceed current levels of success our future direction with confidence, it is essential that we continue to employ people who are aligned to our values and can commit to these behaviours. Passionate and Proud ,Respect, Accountability, Integrity & Knowledgeable

Organisational Relationships

Reports to	Dumawul Events and Opportunities Manager
-------------------	--

Functional Responsibilities The objective of the Dumawul Admin Lead is to coordinate administrative aspects of programs and events in the Dumawul portfolio- creative arts, cultural competency programs, tourism. The successful applicant will coordinate the administration and budgeting responsibilities associated with all programs, this includes but not limited to budget pre-planning, invoicing, data entry and coordination of arts and tourism product sales administration. Importantly you will be confident in liaising with a diverse array of stakeholders including new and existing customers, First Nations suppliers, senior account administrator, communications and marketing teams, partners and Djaara members (the traditional owners).

The Dumawul Programs Admin Lead will support Dumawul projects and programs in basic grant budgets, research and reporting including budget, milestone and timeline tracking.

Stakeholder Relationships

Internal	All Djandak employees, DDWE Board, and other Dja Dja Wurrung employees as required.
External	Dja Dja Wurrung members, Local, State and Federal Government Departments/Authorities, Catering and Venue operators, Community Groups and Individuals, guest speakers.

Primary Objectives

The incumbent will:

- Coordinate accounts and administration across a diversity of Dumawul projects
- Support the planning and delivery of Dumawul projects including implementation of cultural competency training services, cultural tourism products and creative arts projects.
- Coordinate end-to-end budgets and accounts activity involving new and existing customers, partners, collaborators, and stakeholder groups
- Support the planning, organising, managing delivering and evaluating program budgets, meeting professional and governance standards.
- Ensure a culturally safe environment, modeling best practice communication and marketing
- Participate in cultural mentoring and ongoing cultural competency upskill program
- Ensuring corporate standards, ethics, policies, and procedures are followed effectively through all operations.
- Build strong and effective relationships with internal and external stakeholders
- Works closely with Creative Arts Producers and Cultural Immersion Coordinator to co-deliver major arts & tourism programs, and Events

Management responsibilities

- The Dumawul Lead will work under the general guidance of the Manager Events and Opportunities
- Support program delivery and coordinate Dumawul budget and accounts administration
 - Including Djaara Cultural Competency Facilitators and Djaara Tour guides
 - Ensure guides, facilitators, artists and all resources are accurately quoted and budgeted for and remitted
 - Coordinate and keep oversight of suppliers and customers accounting, accurately tracking outputs against program budget outcomes
 - Ensure inclusion and diversity standards are met and all participants have equality of access to the event, including addressing additional needs of participants as required.
- Set priorities, plan their own work and that of other staff to achieve specific objectives
- Set outcomes and further develop work methods where general work procedures are not defined and could exercise judgment and contribute critical knowledge and skills where procedures are not clearly defined;
- Provide administrative support of a complex nature, including inbox management & delegation, generation of purchase orders and reporting.
- Provide assistance on grant applications including basic research or collection of data;
- Support grant acquittal accounting- managing spread sheets, budget tracking and reporting financial statements
- Assisting and supporting contract delivery, tracking milestones & timelines
- Ensure the application of DDW (Dja Dja Wurrung) Group policies across the projects and operations within the designated program including Human Resources, Quality Control and Governance.

Key Selection Criteria

- Demonstrated accounts experience or administration experience associated with larger budget projects/ programs (2-4 years) or able to demonstrate equivalent skills
- Demonstrated strong stakeholder coordination skills (2-4 years), ability to identify and support diverse stakeholder groups in the planning and execution of program budgets and/or sales administration
- Proven ability to cost and deliver successful programs on-time and within budget
- High level communication skills and ability to market events to a range of stakeholders resulting in high levels of participation
- Ability to work as part of a multi-functional team, coordinate trainers, guest speakers, participants, and support services
- High level organisation and initiative in trouble shooting issues with events execution
- Demonstrated ability to work on concurrent projects and prioritise work to meet deadlines and budgets.
- Coordinate performance and feedback data related to diverse events

Personal Qualities

- Professional judgement and confident decision making in a fast-paced 'can-do' environment
- Flexible and adaptive when it comes to last minute changes
- Confidence to drive diverse stakeholder participation, use initiative and take pride in delivery of high-quality events
 - High ethical standards, cultural competency, and personal integrity in supporting and motivate others
 - High level commitment to, and understanding of Dja Dja Wurrung culture and Aboriginal self-determination
 - Self-motivated, and able to work to timelines
 - Ability to communicate sensitively, effectively in a culturally safe manner with Aboriginal and/or Torres Strait Islander people

Occupational Health and Safety

The Occupational Health and Safety Act 2004 (Vic) Sections 21 and 25 provide for OHS responsibilities to managers and employees. These include

Managers: An employer must, as far as reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health and safety.

Employees: While at work, an employee must:

- Take reasonable care for his or her own health and safety,
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace, and
- Co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or regulation.

Privacy Notification

Dja Dja Wurrung Enterprises Pty Ltd affirms that the collection and handling of applications and personal information related to your employment will be consistent with the requirements of the *Information Privacy Act 2000*.

CONTACT	
Name: Leanne Rose-Munro Title: Dumawul Business Manager	Phone: 0499 612 491 Email: leanne.rose-munro@djadjawurrung.com.au

