

**GUNDJEIHMI ABORIGINAL CORPORATION**  
**Jabiru, NT**

**JOB DESCRIPTION**

<b>Job Title:</b>	Chief Operating Officer (COO)
<b>Responsible to:</b>	Executive Officer
<b>Primary Objectives:</b>	To oversee the daily administration of the organisation; to liaise with Board of Directors and the broader Mirarr community; and to support the Executive Officer in the continued organisational development of Gundjeihmi Aboriginal Corporation.

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**Background**

The Gundjeihmi Aboriginal Corporation (GAC) works and operates in the beautiful surrounds of Kakadu National Park. The GAC was formed by the local traditional custodians, the Mirarr, to address the cultural, social and economic future of their people, their land and their region. This position has been created to extend the visionary work of the organisation which is addressing the future for the children, families and lands of local Indigenous peoples.

The GAC is committed to putting into place physical, intellectual, and financial structures to safeguard and stabilise the cultural and economic future of the Mirarr. These structures fall under six categories: -

- ensuring long-term beneficial health and housing outcomes;
- protecting the culture (physical and spiritual) of the clan and its neighbours;
- protecting traditional Mirarr country;
- ensuring Bininj control of Bininj lives and country, with robust and transparent good governance;
- developing sustainable incomes and businesses for future generations; and
- developing culturally appropriate frameworks around the education, training and employment of Bininj in the Kakadu / West Arnhem region.

**Structure**

GAC operates in accordance with its governing legislation, the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*. It is governed by a Board of Directors, comprising senior members of the Mirarr clan. It employs a small administrative team, led by an Executive Officer. In addition, through its work crew, it employs on a casual basis up to 30 people at any given time and has 15 retail staff. Over the 2010/2011 FY, GAC employed 84 people.

## **Mission**

The GAC Mission Statement commits it to:

- assist with housing and community services;
- raise funds where appropriate for furthering its objectives;
- publish and disseminate information;
- maintain culture and protect heritage;
- assist in establishing an economic base;
- represent the interests of members in the development of regional agreements and other matters that will further self determination; and
- assist with education, family programs, and community development.

## **KEY RESPONSIBILITIES**

### **Organisational**

- Oversee the daily operations of the organisation
- Support Executive Director in the continued organisational development of GAC
- Implement and develop organisational procedures, policies and practices
- Facilitate a strong and harmonious work environment
- Mentor staff in their career development
- Coordinate annual planning and assist the Executive Director and project staff with budget administration
- Support project staff to plan and execute projects
- Develop M&E systems to track projects' progress (documentation/reporting)
- Seek potential funding
- Coordinate media and communication strategies with relevant staff
- Coordinate contract management, including the oversight, support and actions regarding project work undertaken by external consultants
- Other tasks as directed by the Executive Officer

### **Cultural Brokerage**

- Ensure GAC environment is a place for all families to come together, to sit, share culture and be strong together
- Work together with Mirarr and Board of Directors to strengthen cultural practices

### **Liaison**

- Key liaison point for Mirarr and Board of Directors
- Ensure GAC is representing the needs of the Mirarr by regular consultation
- Meet with relevant Government and Non-Government organisations as required
- Liaise with and promote the operations of GAC to potential donors and key stakeholders

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**SELECTION CRITERIA**

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**Selection criteria**

1. Experience in senior management within the social/health/community development and/or education sector
2. Strong inter-cultural skills and an ability to listen and amplify the voice and vision of local people
3. Understanding of cultural practices that support strong families and people
4. Ability to build and lead a team of quality and committed staff
5. Experience in supervising, mentoring and providing guidance to staff
6. A commitment to creating an inclusive, diplomatic, safe and respectful work environment
7. Excellent interpersonal and communication skills
8. Experience in preparing successful funding submissions
9. Experience in managing budgets, timelines and reporting requirements
10. Experience in monitoring and evaluation and the management of data collection
11. Excellent strategic thinker with focus on problem solving
12. Experience in developing procedures and policies and managing risk
13. A commitment to confidentiality
14. Ability to work flexible hours and undertake bush trips
15. Drivers licence

**Desirable**

1. Knowledge of and/or links with Bininj people
2. LR Bus license

Further information may be obtained from Deborah on 08 8979 2200 or  
Deborah@mirarr.net

Applicants must address the selection criteria and nominate at least two referees who are familiar with recent work and related abilities.

Applications should be addressed to Justin O'Brien, Executive Officer, Gundjeihmi Aboriginal Corporation.