



Position Description	
Position Title:	Business Admin Trainee
Location:	<i>Bendigo</i>
Term:	<i>Traineeship</i>
Hours:	<i>Fulltime - Since this role supports the NRM crew hours will be 7:30- 4.24pm 9 day fortnight</i>
Salary:	<i>\$43,600-\$45,000</i>
Classification:	<i>SCHADS Award Level 1 (Miscellaneous Award – National Training Wage)</i>
Reports to:	<i>Project Capability Officer</i>

#### Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA actively works to progress the aspirations of the Dja Dja Wurrung community. It 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 and responsibilities of the corporation are to:

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

#### 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. The trading entities of DDWE provide an expansive range of commercial natural resource and heritage management services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners of an area of Central Victoria.

#### Primary Purpose of the Position:

The Business Admin Trainee assists smooth operation of all aspects of project delivery including General Administration, Natural Resources Management (NRM) Support and Project management Office (PMO) Support.

#### Accountabilities:

##### General Administration

- Follows administrative processes as part of the Business Capability team
- Ad hoc administrative duties as directed by the Manager Business Capability

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



## **NRM Support**

- Provide administrative and support services, including but not limited to, handling incoming calls, inbox management, documentation management (physical and electronic filing), data entry, photocopying, and scanning.
- Support tracking quotes and invoices
- Updating or creating forms for incoming queries to improve efficiency and forwarding to relevant parties.
- Support the creation of OH&S documentation and record maintenance
- Follow COVID regulations; check temperature, record attendance and ensure basic OH&S requirements of the premises are met.

## **PMO**

- Provide assistance with office systems to ensure the proper and efficient operation of the Project Management Office including but not limited to maintaining office supplies/stationery, promotional material supplies, uniforms etc.
- Support project systems including liaison with project managers to ensure that project reports are submitted on time.
- Assistance with Asset databases, entering and updating information as needed.
- Create, collect, collate and distribute marketing information such as photos or project updates
- Organising vehicle fleet requirements, such as purchasing fuel cards, servicing, and timely renewing vehicle registration.

## **Direction, management and autonomy**

As a trainee the role will work under the close supervision of the Project Capability Officer

## **Key Selection Criteria**

- Basic computing skills including MS office suite
- A strong interest and basic understanding of office administration systems
- Good verbal and written communication skills and a commitment to provide excellent customer service to internal and external customers
- Positive attitude and willingness to learn new skills, practices and processes
- Ability to work as part of a team environment and / or individually under routine supervision

## **Training**

As this is a workplace traineeship undertaking a Business Administration Qualification at Certificate III or Certificate IV is a requirement of the role.



To work with the Dja Dja Wurrung Group, applicants must have:

1. An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the traditional owners of central Victoria.
2. An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
3. A commitment to and understanding of Dja Dja Wurrung culture.
4. A commitment to Aboriginal self-determination.

Personal Skills Required:

1. A commitment to safe work practices.
2. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment.

CONTACT	
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