



Dja Dja Wurrung Enterprises Pty Ltd

| Position Description | |
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| Position Title: | Djandak Business Manager |
| Location: | Bendigo and Central Victoria |
| Term: | Contract up to 2 years |
| Conditions: | SCHADS band 8 Expected salary rage \$115k-125k plus vehicle; Benefits of DDWCAC Charitable Organisation status. |
| Reports to: | General Manager – Economic Development |

Dja Dja Wurrung Enterprises Pty Ltd

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) is the business solely owned by Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC). Trading as Djandak, we provide a range of natural resource, environmental conservation and landscape development and management services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners of an area of central Victoria. Djandak compliments the services provided by Dumawul in creative arts, tourism and education, together enabling achievement of the Dhelkunya Dja Country Plan.

Our Values

DDWE's success is attributed to the knowledge and skills of our people. To maintain and exceed current levels of success and to progress with confidence, it is essential that we continue to employ people who are aligned to our values and can commit to these behaviors.

Passionate and Proud Respect Accountability Integrity Knowledgeable

Our Vision

To create a high quality, professional and profitable Aboriginal business, that satisfies the clients needs, and the Dja Dja Wurrung people by providing job opportunities, financial security and self-determination.

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) is an Equal Opportunity Employer, with a commitment to merit, equity and diversity in the workplace. It is DDWCAC aim to provide a safe and comfortable workplace that is free of discrimination and harassment.



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Scope of Position

Purpose of Position

The Djanddak Business Manager will lead business development and oversee all aspects of operational management, including collaboration with aligned Djarra Enterprises to achieve the DDWE Business Plan.

Reporting Relationships

The position will report to the General Manager- Economic Development.

Accountabilities

- Responsible for the overall success of the Djandak business unit
- Maintain oversight of Profit/Loss for the Djandak operations, prepare and manage budgets, prepare management and performance reports and meet governance standards.
- Lead business development activities, establish new revenue streams and partnerships and ensure business sustainability
- Implement effective quality control standards for services and products
- Initiate and formulate key business development and operational/service projects to achieve the organisations goals and objectives
- Supervise staff, suppliers and manage stakeholder engagement
- Ensure corporate standards, ethics, policies and procedures are employed effectively through all operations.
- Provide leadership and management to Djandak staff including:
 - On boarding and management of staff
 - Manage personal development plans and coaching of staff for continuous improvement
 - Implement individual workplans for staff and monitor and support performance standards
 - Provide a yearly staff strategy including implementation of workplans, professional development plans and performance reviews.
- Ensure the application of DDW Group policies across the projects and operations within the designated program including Human Resources, Quality Control and Governance.



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Key Selection Criteria

1. Ten years' experience in business management, NRM, consulting or related field.
2. Proven ability to lead a diverse workforce to achieve business outcomes
3. Demonstrated experience in Traditional Owner enterprise or policy/strategy development
4. Track record of business development
5. High level communication and interpretation skills and ability to relate to a range of stakeholders when providing information.
6. Practical experience in the management of complex relationships with both internal and external interest groups and stakeholders, especially across all levels of Government.
7. Ability to work as part of a multi-functional team.
8. Proven ability to develop sustainable business models
9. Demonstrated ability to work and deliver on concurrent projects and to manage and prioritise work to meet deadlines and budgets.

Other relevant skills, knowledge and qualifications

- An understanding and or knowledge of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the Tradition Owners of Central Victoria
- Genuine appreciation and respect for Aboriginal people and their culture.
- Commitment to and understanding of Dja Dja Wurrung culture and Aboriginal self-determination
- Professional judgement and confident decision making in support of defined policies
- High ethical standards and personal integrity.
- High degree of self-motivation and commitment to productive personal time management.
- Respect for privacy requirements and an ability to maintain confidentiality on company business
- High level of computer literacy
- Knowledge of regulatory requirements for delivering consumer services.

Other Requirements

The successful applicant must possess and maintain a current Victorian Manual Driver Licence and be prepared to work predominantly across the Dja Dja Wurrung Recognition and Settlement Agreement Area and other locations (such as Melbourne) from time to time.



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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 Person

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