



Position Description	
Position Title:	Office Coordinator
Location:	Bendigo and Central Victoria
Term:	Ongoing
Hours:	Casual
Classification:	SCHADS; Social and Community Services- Level 3
Reports to:	Manager Business Capability

Overview of Dja Dja Wurrung Clans Aboriginal Corporation trading as DJAARA

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA is the Traditional Owner entity of the Dja Dja Wurrung Native Title Full Group. The purpose of the corporation is to further the aspirations of the Dja Dja Wurrung Native Title Holders through the implementation of the Dja Dja Wurrung Recognition and Settlement Agreements. The DDWCAC has responsibilities as a Registered Aboriginal Party that includes: 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 Traditional Owners.

Overview of Dja Dja Wurrung Clans Aboriginal Corporation trading as DJANDAK

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) is the business solely owned by Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC). Trading as Dumawul, we provide a range of cultural tourism, education and design services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners of an area of central Victoria. Dumawul compliments the services provided by Djandak in landscape development, natural resource management and environmental conservation, 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 behaviours – *Passionate and Proud, Respect, Accountability, Integrity and Knowledgeable*.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



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.

Primary Purpose of the Position:

The role of the Office Coordinator is to ensure smooth operation of all aspects of Business Capability including General Administration, Natural Resources Management (NRM) Support and Project management Office (PMO) Support. It is predominantly keeping the office maintained and functioning well and supports other aspects of the business with administrative duties.

Accountability

Your role is to be the main point of contact in the office for staff that may have questions about their physical space or tools required to do their job. You oversee maintaining supplies and basic office systems, providing staff support and **guidance**.

General Administration

- Answering calls and emails, making phone calls and sending emails
- Booking individuals onto Wartaka's, including flights, accommodation, meals and catering, and managing logistics
- Maintaining order in office as well as supplies
- Basic finance support – invoice coding and processing and collating debit card receipts
- Maintaining order in bathroom and kitchen as well as supplies
- Coordinating building facility maintenance
- Coordinating staff equipment and office requirements
- Coordinating vehicle fleet requirements, such as purchasing fuel cards, servicing, and timely renewing vehicle registration
- Assisting with recruitment and inductions of new staff
- Coordinating and maintaining staff training schedules
- Administer OH&S systems and documents
- Social media support, collecting photos for and creating social media posts

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

PMO

- Support development of the project management system
- Support the administration of existing projects
- Support development of communications and engagement and stakeholder engagement tools
- Support development of risk management systems for projects

Direction, management and autonomy:

The role will work under the general direction of the Manager Business Capability but will include a level of autonomy to coordinate specific tasks and processes that improve efficiency throughout the business.



Key Selection Criteria

- Excellent computing skills including MS office suite
- A strong interest and basic understanding of office administration systems
- Strong 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
- Good observation skills and proactivity

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

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

Essential Personal Qualities:

1. Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
2. Commitment to and understanding of Dja Dja Wurrung culture to Aboriginal self-determination.
3. Ability to maintain confidentiality on DDWCAC and its company's' business.
4. High ethical standards and personal integrity.
5. Diligence and a commitment to creating meaningful and long-lasting relationships for DJAARA
6. A commitment to safe work practices.
7. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment

Privacy Notification:

DJAARA 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. All DJAARA staff must comply with the Code of conduct.

CONTACT

Name of the contact at DJAARA

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