



Position Description	
Position Title:	Strategic Project Manager
Location:	Bendigo
Term:	Full-time (38 Hours per week)
Classification:	SCHADS; Social and Community Services – Level 6
Reports to:	DJANDAK Business Manager
Direct Reports	Project Accountant

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, DJANDAK, DUMAWUL and DJAKITJ 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.

Position Overview

The Strategic Project Manager will lead the development of best-practice standards, processes, and methodologies for project management within DJANDAK. They will support cross-functional delivery teams to ensure projects are delivered on time, within budget, to established quality standards and deliver business outcomes.

The Strategic Project Manager manages a team, facilitating project planning, analysing financial information, and ensuring proper documentation and contract governance is applied. Critically, this role will support the vision and success for DJANDAK over the next decade.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Reporting Relationships

The position will report to and will operate under direction from the DJANDAK Business Manager.

Accountabilities

- Provide leadership, guidance and mentorship to project managers across DJANDAK fostering a high performing work environment.
- Oversee project management practices within the organisation, ensuring projects align with business goals and are executed efficiently.
- Develop and maintain project systems in collaboration with DJAARA Shared Services and documentation of the DJANDAK project framework.
- Identify and assess potential project risks by monitoring and developing risk mitigation strategies and contingency plans.
- Identify and prepare project capability and competency strategies to meet developing business needs ensuring projects contribute to the organisation's return on investment.
- Maintaining accurate project documentation to prepare and present project governance reports for Senior Management and Board requirements.
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met
- Other duties within the scope of this role.

Key Selection Criteria

- A seasoned project professional with 10 years project management experience
- A Degree in business, project management or equivalent industry recognised standards such as Project Management Professional.
- Proven management experience of cross functional teams
- Experience in developing and adhering to budgets
- Experience in financial reporting and analysis
- Ability to conceptualise a vision and align complex frameworks and systems through sustained effort.
- Excellent time management, analytical and problem-solving skills
- Proven ability to complete projects on-time and within budget
- A proven leader that fosters high performing teams
- Demonstrated ability to deliver high standard presentations to senior leaders

Personal Skills Required

1. Commitment to DJAARA self-determination expectations
2. High ethical standards, personal integrity and high degree of self-motivation
3. Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment regarding highly sensitive and/or critical issues
4. A commitment to safe work practices
5. Excellent communication and interpersonal skills
6. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled, traditional owner-led working environment.

CONTACT

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