



Position Description	
Position Title:	Administration Officer
Location:	DUMAWUL – Hargreaves Street, Bendigo
Term:	Part Time (0.6FTE); Fixed Term – 12 months
Classification:	Social, Community, Home Care and Disability Services (SCHADS) - Level 2
Reports to:	DUMAWUL Manager Opportunities

Overview of DJAARA

The Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC), now 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.
- Exercise rights under the Recognition and Settlement Agreement on behalf of the Dja Dja Wurrung People

DJAARA is also a Registered Aboriginal Party, the sole owner of Dja Dja Wurrung Enterprises Pty Ltd, trading as DUMAWUL, DJANDAK and DJAKITJ our businesses include natural resource management, food and fiber, cultural awareness, tourism and education.

In 2013, Dja Dja Wurrung People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises Dja Dja Wurrung People as the Traditional Owners for part of Central Victoria. Dja Dja Wurrung People nominated the DDWCAC as the 'Traditional Owner Group Entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the Dja Dja Wurrung People.

The Dja Dja Wurrung Clans Aboriginal Corporation, trading as DJAARA and Dja Dja Wurrung Enterprises Pty Ltd, make up the Dja Dja Wurrung Group.

Primary Purpose of the Position

The Administration Officer provides routine administrative and customer service support to the DUMAWUL team in accordance with established procedures, organisational requirements and appropriate guidance. The role assists with the day-to-day office coordination, record keeping, document preparation, meeting and inbox support, purchasing administration, event and training logistics and responsive communication with internal and external stakeholders. The position contributes to accurate records, well-organised workflows, timely follow-up and a culturally respectful service experience aligned with the values and aspirations of DJAARA.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Key Responsibilities

- Provide routine day-to-day administrative support to the DUMAWUL team, following established procedures and seeking guidance where required.
- Maintain accurate electronic records, files and databases in line with organisational procedures, privacy and confidentiality requirements.
- Prepare routine reports, spreadsheets, correspondence and other documents using templates, established formats and guidance from the team.
- Assist with scheduling meetings, appointments, room bookings and team calendars, including preparing agendas, taking notes and following up allocated actions.
- Monitor the DUMAWUL inbox, respond to routine enquiries using approved information, and refer more complex matters to the appropriate staff member.
- Provide accurate, helpful and culturally respectful information to internal and external stakeholders in response to straightforward enquiries.
- Update registers, schedules, spreadsheets and tracking systems to support accurate record keeping, workflow coordination and timely follow-up.
- Assist with purchasing processes, stationery ordering and office supply administration in line with approved procedures and delegated requirements.
- Assist with event, training and workshop administration, including basic logistics, materials preparation, attendance records and participant communications.
- Liaise with other departments and service areas to obtain information, pass on messages and support routine communication across the organisation.
- Contact new and existing customers to provide approved information about upcoming events and opportunities in a professional and service-focused manner.

Key Selection Criteria

1. Demonstrated experience providing routine administrative support, including maintaining records, preparing correspondence, updating spreadsheets and supporting day-to-day office processes with accuracy and attention to detail.
2. Sound communication and interpersonal skills, with the ability to respond to routine enquiries, provide clear information and communicate respectfully with internal and external stakeholders.
3. Ability to organise tasks, manage competing priorities and follow established procedures to support timely completion of administrative activities, meetings, bookings, purchasing and event coordination.
4. Competence using Microsoft Office applications and electronic record management systems, including Outlook, Word, Excel and shared filing systems, to complete routine administrative and reporting tasks.
5. Demonstrated ability to work effectively as part of a team, seek guidance when required, maintain confidentiality and contribute to a positive, professional and culturally safe workplace.
6. Understanding of, or willingness to learn about, Dja Dja Wurrung culture, DJAARA's values and the importance of providing culturally respectful service to Dja Dja Wurrung People, customers and stakeholders.

Personal Attributes

- A commitment to and understanding of Dja Dja Wurrung culture and a willingness to get involved and understand the business and its various functions.
- High integrity and professionalism
- Strong attention to detail and accountability
- Collaborative and supportive leadership style
- Commitment to continuous improvement
- Alignment with the values and aspirations of DJAARA

CONTACT	
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Contact Position Title: DUMAWUL Manager Opportunities	