

Position Description	
Position Title:	Chief Operations Officer
Location:	Larnangurrak – 43 Hattam Street, Golden Square
Term:	Full-time (38 hours per week); 3 Year Contract
Remuneration:	Subject to Executive Employment Agreement
Reports to:	Dja Dja Wurrung Group Chief Executive Officer
Direct Reports:	People and Capability Manager, Group IT Manager, Creative Hub Manager, Events & Venue Lead

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.
- Exercise rights under the Recognition and Settlement Agreement on behalf of the Dja Dja Wurrung People.

The DDWCAC is also a Registered Aboriginal Party, the sole owner of Dja Dja Wurrung Enterprises Pty Ltd (DDWE). Our businesses include natural resource management, cultural awareness and tourism.

In 2013, the DDW People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises the DDW people as the traditional owners for part of Central Victoria. The DDW 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 DDW people.

Primary Purpose of the Position

The Chief Operations Officer (COO) is a key member of the Executive Leadership Team (ELT) of the Dja Dja Wurrung Group, responsible for driving organisational performance, operational excellence and transformation initiatives across DDWCAC and its subsidiaries. Reporting to the Chief Executive Officer (CEO), the COO provides strategic leadership across the People and Capability, Information Technology, Creative Hub (Communications, Marketing and Design) and Events and Venues portfolios.

Working collaboratively with the CEO, ELT, Boards and operational leaders, the role leads organisational

balaki wuka | giving to community

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transformation and business and operational improvement initiatives that strengthen performance and capability, accountability and service excellence across the Group. The role is critical to translating organisational strategy into operational outcomes and ensuring people, systems and resources are aligned to deliver strategic objectives, long-term sustainability and future ambitions of the Group. Through this work, the COO strengthens organisational resilience and performance, enabling the Dja Dja Wurrung Group to deliver lasting outcomes for Djaara People, Country and Community.

Success in the role requires exceptional leadership, strong operational and business acumen and the ability to build trusted relationships across diverse stakeholders. Experience working within purpose-led, community-focused or Aboriginal organisations is highly regarded, together with a genuine respect for Aboriginal culture, a commitment to self-determination and the ability to lead with integrity and cultural awareness.

Key Responsibilities

The Chief Operations Officer will:

- Provide strategic leadership across DDWCAC's corporate and shared services portfolios, contributing to organisational strategy, culture, performance and decision-making in alignment with Djaara values, strategic priorities and long-term aspirations.
- Oversee People and Capability, Information Technology, Creative Hub (Communications, Marketing and Design) and Events and Venues functions, ensuring high-quality and culturally safe services.
- Drive organisational performance through effective planning, workforce strategy, resource allocation and performance reporting, ensuring portfolio plans, budgets and resources are aligned to strategic priorities and deliver intended outcomes.
- Lead organisational transformation, change management and continuous improvement initiatives that strengthen capability and support successful delivery.
- Ensure technology, information and data capabilities are secure, integrated and effectively leveraged to support performance, innovation and effective decision-making.
- Monitor portfolio performance and lead responses to emerging risks, issues and opportunities, ensuring informed decision-making and delivery of organisational priorities.
- Lead, develop and support managers and teams, setting clear performance expectations, fostering accountability, collaboration, cultural safety, capability development and high performance.
- Establish and maintain effective governance, risk management, compliance and assurance practices across the portfolio, ensuring activities meet legislative, regulatory, funding and organisational requirements.
- Ensure timely and accurate reporting to the CEO, ELT and Board to support informed decision-making, organisational accountability and strategic oversight.
- Contribute to executive decision-making, organisational alignment and the achievement of DJAARA's strategic priorities, long-term aspirations and self-determination objectives.

Cultural Integrity and Self-Determination

- Ensure organisational strategies, organisational activities and service delivery uphold Djaara cultural values and aspirations, strengthen cultural authority and support self-determination.
- Embed cultural safety, inclusion, respect and accountability across leadership, partnerships, operations and decision-making.
- Integrate culturally grounded approaches into organisational systems and business practices, ensuring alignment with Djaara priorities and community aspirations.
- Support organisational readiness for Treaty, Yoorrook and related reform agendas by ensuring organisational capability, systems and resources are positioned to respond to emerging opportunities and obligations.
- Work in genuine partnership with cultural leadership to ensure organisational decisions, practices and activities reflect Djaara cultural authority, protocols and self-determination priorities.



About You

We are looking for a highly capable and influential executive leader with the experience, credibility and judgement to operate effectively at ELT and Board level within a complex and evolving organisation.

The ideal candidate will bring substantial experience leading corporate and shared services functions, with a proven ability to drive organisational performance, lead large-scale change and deliver strategic outcomes. You are recognised for your ability to navigate complexity, build organisational capability and create environments where people and teams can perform at their best.

A strategic thinker with a pragmatic and solutions-focused approach, you have successfully led organisational change, improved business performance and implemented initiatives that deliver measurable outcomes. You combine strong operational and financial acumen with the ability to translate strategy into action and achieve results.

Strong leadership, stakeholder engagement and relationship management skills are essential. You will be comfortable working collaboratively with the CEO, ELT, Boards, managers and external partners, providing strategic advice and fostering alignment across diverse functions and priorities.

You are an authentic and collaborative leader who builds trusted relationships, influences effectively and fosters alignment across diverse stakeholders. Your leadership style promotes accountability, continuous learning, cultural safety and high performance.

Most importantly, you are motivated by purpose and committed to making a meaningful contribution to Djaara People, Country and Community. You lead with integrity, respect and cultural awareness, and value the opportunity to support self-determination through strong organisational leadership.

Essential Experience and Qualifications

- Tertiary qualifications in Business, Business Management, MBA, Human Resources or a related discipline.
- An ability to build genuine relationships at all levels including with Boards, Executive teams, stakeholders, all employees and external partnerships.
- Significant experience at the senior executive leadership level, overseeing organisation-wide services, leading complex change, and translating organisational strategy into clear, measurable and deliverable priorities that sustain long-term performance.
- A demonstrated track record in managing multi-disciplinary teams, strategic thinking, influencing, and building a safe, engaged and culturally aligned high-performance workplace.
- Strong financial and commercial acumen, with experience in aligning budgets and resources to effective operational performance.
- Demonstrated ability to optimise systems and processes, implement technology, monitor performance indicators and lead continuous improvement initiatives.
- Demonstrated ability to maintain robust governance and risk frameworks, ensure compliance with regulatory and cultural obligations and embed quality systems for evidence-based decision-making.
- Commitment to Aboriginal self-determination, cultural safety and leading in a manner that reflects the values, aspirations and priorities of the Dja Dja Wurrung People.

Desirable Experience

- Experience working within an Aboriginal organisation, Native Title body, Traditional Owner Corporation or community-controlled organisation.
- Knowledge of government funding, philanthropic investment and enterprise development.
- Familiarity with Treaty, Yoorrook and related reform processes.
- Experience working with Boards and Aboriginal community governance structures.

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

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