



YAMATJI SOUTHERN REGIONAL CORPORATION LTD

PO Box 552
GERALDTON WA 6531

ABN 93 638 346 684

POSITION DESCRIPTION

Position Title:	Economic Project Coordinator
Reports to:	Business Development Manager
Direct Reports:	TBC
Location:	Geraldton/Perth
Employment Status:	Full-Time

ABOUT THE YAMATJI SOUTHERN REGIONAL CORPORATION

The Yamatji Southern Regional Corporation Ltd (YSRC) was established in January 2020, as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the State of Western Australia. The YSRC is the parent entity of the Yamatji Nation governance structure which includes the Prescribed Body Corporate, Bundi Yamatji Aboriginal Corporation (BYAC), Yamatji Enterprises Limited and the Joint Trustee established under the ILUA.

YSRC has established a Strategic Plan and vision, based on utilising the benefits of the ILUA. The YSRC is a growing team, working out of the Geraldton headquarters with responsibility to implement the Strategic Plan and undertake day-to-day management of activities associated with its objectives.

YSRC promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice, and opportunity for Yamatji people. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

The Business Development Unit (BDU) is a not-for-profit operational unit operating under the Yamatji Southern Regional Corporation Ltd (YSRC). The Business Development Unit is committed to creating a sustainable Yamatji Nation and a transformative regional economy that empowers our people; promotes and protects our cultural heritage; and enhances our wellbeing. Its mission is to support the Yamatji community, families and individuals secure their personal economic independence and wealth creation.

POSITION PURPOSE

The YSRC Project Coordinator is an exciting new role with oversight of day-to-day coordination of projects and processes in accordance with YSRC's ILUA obligations, Strategic Plans, Operational Plan, and Group Charter. The Economic Project Coordinator will provide support to YSRC Group projects across the organisation to completion, in relation to economic opportunities. This role will be given the responsibility of portfolios that align with strategic aspirations of the YSRC Groups, in particular the Departments of the Economic Arm, Governance, and This is a unique role with opportunity to develop clients business needs where there has not been scope or capacity to do so before.

RESPONSIBLE FOR

Under the direction of the Business Development Manager:

ADMINISTRATION

- Coordination of small and large scale projects with empathises on information management, stakeholder engagement, timeline and managing priorities.
- Represents YSRC at working groups, meetings and committees as required.
- Assists in the preparation of correspondence, briefing notes, board papers and reports as required.
- Develops strong working relationships with Yamatji Nation members and the broader traditional owner community.
- Planning and scheduling meetings, conferences, teleconferences and community consultations, including using technology e.g. Zoom, Microsoft Teams, as required.
- Assist Business Development Manager as required.
- Strong communication skills with the ability to speak in diverse environments such as Board meetings and/or facilitate workshops.

PROJECT MANAGEMENT

- Manage projects according to ILUA obligations, key sectors of the Economic Arm, and identifying other opportunities as they arise.
- Maintain and support projects within the portfolios of tourism, property development, water, agriculture and horticulture, fishing and aquaculture, social enterprises and others from time-to-time.
- Maintain appropriate record keeping that maintains, client confidentiality and provide employees with required guidance manuals and training to enable adherence to policies, procedures, and guidelines of the Business Development Unit.
- Develop policies, procedures, forms, and guidelines for the operations of each projects, noting some will require internal and external stakeholder engagement.
- Maintain compliance with governance requirements, and ILUA obligations at all times.
- Establish and maintain multiple registers which contain consultants, businesses and other key information.
- Provide assistance to the BDU Unit from time-to-time.
- Provide project assistance to the Economic Arm and other YSRC Departments as required.
- Ability to prepare and deliver board brief presentation to multiple Boards or Committees.
- Attend seminars, workshops or other events to gain skills in the relevant field as required.
- Ability to provide base level due diligence on projects, being able to accurately inform multiple key stakeholders of any risks or rewards.

TECHNICAL SKILLS

- Develops submissions for grant and other funding in relation to business development project activities outside of the ILUA commitments.
- Project coordinate multiple large projects simultaneously aligning with ILUA obligations, Strategic Plans, and new opportunities.
- Prepares regular reports to the Yamatji Land Transfer Working Group and other YSRC Group entities as required.
- Liaises between YSRC related entities, government and non-government stakeholders from time-to-time.
- Ability to deliver executive office services to multiple Boards or Committees as required.
- Engage consultants for specific projects from time to time.

GENERAL

- Maintains YSRC procedures, records, equipment and vehicles to acceptable standards.
- Actively contributes as a YSRC team member.
- Assists with the preparation and review of the Yamatji Land Estate budget, where appropriate.
- Undertakes other duties as directed by YSRC Management.

SELECTION CRITERIA

Demonstrated experience in:

1. Project management or coordination experience with small or large scale projects.
2. Preparing board submissions on projects, including regularly updating them as the project evolves.
3. Effective communication skills with experience in effective liaison with Aboriginal stakeholders, government agencies, community, and special interest groups.
4. Project development, control and expenditure of allocated work projects.
5. Report writing and the ability to use computer software for data analysis, and database management.
6. Working effectively as part of a team and independently; and showing a high level of self-motivation.
7. Experience with contract management and engaging third parties to work with on projects.

Knowledge, skills and experience:

1. Ability and willingness to work with Yamatji Nation members to deliver their business aspirations.
2. Willingness and preparedness to undertake travel, camping and work in remote areas.
3. Ability to be flexible, adapt and contribute initiative to a changing work environment.
4. Current 'C' Class Driver's Licence.
5. Compliance with and demonstration of a positive commitment to a high level in equal opportunity, occupational health & safety and YSRC values.

Desirable

1. Aboriginal and/or Torres Strait Islander applicants are encouraged to apply.
2. Qualification(s) in project management, business administration or equivalent.
3. Grant writing experience.
4. Familiarity with executive office services.

OTHER

- Successful candidates will be asked to provide police and medical clearance.
- Successful candidates must also be vaccinated against COVID-19.
- This contract length is negotiable and may include the option of a secondment/placement for an initial period.