



GUMALA ABORIGINAL CORPORATION

POSITION DESCRIPTION

POSITION:	Senior Project Officer – Capital Works
EMPLOYMENT STATUS:	Permanent Employee
LOCATION:	Perth Office, Western Australia.
RESPONSIBLE TO:	General Manager (GM) and/or his or her delegate
REPORTS TO:	Projects Manager (PM)

1. BACKGROUND

Gumala Aboriginal Corporation (GAC), one of Australia's largest indigenous corporations, is an alliance of three language groups in the Pilbara area of Western Australia. GAC was created in 1996 to negotiate the settlement of a Land Use Agreement between Hamersley Iron (part of Rio Tinto Iron Ore) and the Banyjima, Innawonga and Nyiyapali people, the Traditional Owners of the country at the centre of Hamersley's Yandi iron ore mining operation.

The Yandi Agreement ensures that Hamersley Iron will deliver benefits to the Traditional Owners for the life of the mine including:

- A significant income stream (royalties)
- Training and employment;
- Support for pastoral station operations;
- Heritage protection work;
- In-kind assistance for community development

The General Gumala Foundation was established as a public benevolent institution with the objectives for the relief of poverty, sickness, suffering, distress, misfortune or destitution of the Traditional Owners.

Gumala Aboriginal Corporation (GAC) is the Manager of the General Gumala Foundation while Gumala Investments Pty Ltd (GIPL) is a wholly owned subsidiary of GAC and was incorporated for the sole purpose of acting as Trustee of the General Gumala Foundation.

GAC is also the sole shareholder of Gumala Enterprises Pty Ltd (GEPL), a separate body established to oversee the development and growth of discrete business enterprises to enable further benefits as a result of these businesses are passed down to the membership of GAC.

The interpretation for '**GUMALA**' is '**All Together**'.

2. MAIN ROLE OF THE POSITION

The Senior Project Officer – Capital Works (SPOCW) is responsible for the overseeing and facilitation of GAC’s major projects, alongside the Senior Project Officer – Housing And Works. GAC’s current portfolio of major works includes:

- 10 houses in South Hedland;
- 7 Houses in Tom Price;
- Tom Price Elderly Complex;
- Karajini Eco Retreat improvements program;
- Lore Camp improvements Program;
- Community Capital Works Program; and
- Tom Price Town Revitalisation.

3. ORGANISATIONAL RELATIONSHIPS

The Senior Project Officer – Housing and Works (SPOCW) has primary relationships with:

- The Chief Executive (CE) and/or his Delegate;
- The General Manager (GM);
- The GAC Directors;
- GAC Members;
- GAC employees;
- Other indigenous organisations (e.g. IBN, AAC etc);
- Rio Tinto;
- Commonwealth and State Government agencies;
- Local agencies (police, health, education);
- Mainstream and local business – including suppliers and
- The Community.

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY

As delegated, and detailed in the GAC Expenditure Approval Delegations document (as amended from time to time).

5. JUDGEMENT AND DECISION MAKING

The SPOCW is expected to apply superior judgement and to be able to make decisions on a daily basis across all areas of responsibility, with the ability to identify those issues which need to be referred to the GM and the CE and/or his Delegate.

6. PRIMARY FUNCTIONS

6.1 Project Management

- Manage and facilitate project implementation of capital works projects in a professional and timely manner, that will achieve sustainable outcomes;
- Prepare comprehensive research and due diligence reports on proposed projects, including issues that may impact GAC, including detailed project assessment;
- Pro-actively and thoroughly identify and confirm scope of the project and obtain project approvals;
- Development and implementation of project planning processes;
- Preparation and submission of project budgets for approval;
- Preparation and submission of ongoing project progress reports;
- Preparation and submission of project evaluation reports;
- Provide relevant and factual project information on contractual agreements;
- Point of contact for external project management consultants / providers;
- Contract administration of significant contracts;
- Monitor progress of projects to ensure that milestones and performance indicators are met;
- Preparation and submission of all items relating to the tendering process at the different stage of the projects as required; and
- Liaise with third party organisations (including other Indigenous organisations and government agencies) to identify possible funding sources for projects where possible.

6.2 Relationship Management

- Supporting management to establish and maintain partnerships and strong working relationships with government, architects, builders, contractors and other stakeholders to ensure the success of Gumala's projects;

- Coordinates and develops relationships with its GAC Members to enable GAC to build and maintain effective working relationships. This would include but not limited to regular community visits and meetings with all stakeholders (including indigenous corporations, RTIO, government departments etc);
- Obtains feedback from GAC Members regarding project/housing and works issues/requirements, and provides appropriate recommendations and;
- Works collaboratively and collectively with other projects staff.

6.3 Administration & Financial Management

- Providing assistance to management in researching, developing, funding, and implementing community and business development projects;
- Ensures records are kept in a manner that can be easily retrieved, reviewed and made available to management;
- Apply and submit funding applications for approval and assist in this process;
- Manage, monitor and report project financial performance. Monitor expenditure against approved budget to ensure there is no over expenditure in project costs;
- Maintain comprehensive records of project funding;
- Ensures all project funding is acquitted at the end of each project;
- Ensures compliance with all internal policy guidelines and assists management in formulating relevant policies, procedures and guidelines; and
- Prepares comprehensive and accurate regular reports to management as requested.

6.4 Other

- Undertakes ad-hoc duties as directed by the CE and/or his delegate.

7. COMPETENCIES

The SPOCW will require the following:

- Excellent communication skills, both written and verbal;
- Strong time management skills;
- Excellent telephone manner and personal presentation;
- Strong organisational skills and attention to detail;
- High degree of initiative;

- Team focus; and
- Advanced computer skills.

8. QUALIFICATIONS

- Qualification in Project Management is desirable.

9. RELEVANT EXPERIENCE

The SPOCW should have worked in a similar role as well as ideally have practical experience in working with Indigenous people.

10. SKILLS

The person should have project management skills or be willing to undertake appropriate project management development as approved by the GM and the CE and/or his Delegate and advanced computer skills in Microsoft Office.

The role requires knowledge and experience of implementing and managing appropriate forms of contract for capital works.

The person should also be able to demonstrate knowledge of the broader community with strong commercial acumen.

11. KNOWLEDGE

The SPOCW should have a reasonable knowledge of Indigenous culture or proactively learn indigenous culture, and a broad understanding of community focused organisations.

In addition, the SPOCW is required to have a broad awareness of the following documents related to the General Gumala Foundation (and associated organisations):

- The GAC Rule Book;
- The General Gumala Foundation Trust Deed.

12. CULTURAL AWARENESS

All employees are expected to continuously seek to learn and understand better ways of communicating and handling member-related issues in a culturally appropriate and sensitive manner. All employees are encouraged to pro-actively identify ways in which they can learn more about the traditions, culture and practises of aboriginal people, especially GAC's members and to seek guidance, direction and support from his/her authorised manager.

13. PERSONAL QUALITIES

The SPOCW must have:

- a mature and professional approach;
- personal commitment to learning and improving;
- a high personal standard that can positively influence colleagues;
- a demonstrated commitment to positively engaging with local indigenous people;
- personal resilience and the ability to manage stressful and frustrating situations;
- a sense of humour and a sense of realism; and
- A high degree of self-sufficiency and the ability to work both by themselves and within a group context.

14. PERFORMANCE MANAGEMENT CYCLE

The performance management cycle for the SPOCW takes place over a 12 month period from the time of appointment and encompasses:

- A review by the GM every six months; and
- An annual review by the GM and/or CE and/or his Delegate.

The CE and/or his delegate is responsible for the performance management cycle of all employees.

15. KEY PERFORMANCE INDICATORS (KPIs)

KPI 1 - Project Management: (40%)

Focus: Ensuring projects are managed and implemented diligently;

Indicators:

- 1** Ensures projects are diligently managed so that:
 - a. Project completion timeframes are met;
 - b. Project expenditure is within the approved project budget;
 - c. Careful, detailed and thorough project assessment undertaken for each project
 - d. Risks are identified early in the project and a mitigation strategy developed;
- 2** High quality, well researched project proposals are prepared as required;
- 3** Ensures regular progress reports are prepared and provided to the GM and/or CE and/or his delegate in a timely manner;

KPI 2 - Relationship Management (25%)

Focus: Relationships are maintained in a way that contributes to the direction of projects and for the benefits of the Gumala Members;

Indicators:

- 4** Maintains strong and constructive working relationships with all funding agencies and other relevant organisations;
- 5** Supports management in partnership building and maintaining strong and constructive working relationships with government and other stakeholders;
- 6** Actively seeks out beneficial cooperation opportunities with other government and non-government organisations;
- 7** Maintains an effective and collaborative working relationship with other projects staff;

KPI 3 - Administration and Financial Management (35%)

Focus: Ensure records are well maintained and policies are adhered to;

Indicators:

- 8** Ensures that all project records, including financial performance relating to projects are well maintained and are readily available to Management;
- 9** Ensures project funding are appropriately monitored and project grants funding are accurately acquitted within the relevant timeframe;
- 10** Ensures compliance with GAC policies, procedures and guidelines and formulates relevant project policies and procedures when required;
- 11** Prepares comprehensive reports on regular basis to the GM and the CE and/or his Delegate on projects and activities under the responsibility of the SPOCW.

Other

Indicators:

- 12** Performs other ad-hoc duties as directed by the GM or CE and/or his Delegate.

16. SELECTION CRITERIA

- Project Management Expertise (ideally within building and construction);
- Business acumen and a demonstrated understanding of and experience in commercially-oriented public sector organisations or services;
- Excellent interpersonal skills;
- Professional demeanour and a high level of integrity, tact, discretion and confidentiality;
- Demonstrated experience in or willingness to engage with Indigenous people and an understanding of Indigenous development issues;
- Relationship building skills;
- Understanding of procurement and contract administration for capital works projects.

This Position Description meets organisational requirements and reflects the scope, duties and responsibilities of the intended position.

General Manager

Date Approved

Incumbent

Date Approved