



NGARLUMA VISION: "Keeping our culture strong as we work together to empower Ngarluma people towards a sustainable future"

APPLICANT JOB PACKAGE

Business Development Manager

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Application

All applications are to include:

- Completed Application Form, signed and dated
- Statement addressing each Selection Criteria
- Resume
- All other relevant documentation

Submission of Applications

Applications can be submitted by post, email or facsimile (marked Private and Confidential) as follows:

Post: Business Development Manager Position
Ngarluma Aboriginal Corporation
c/- PO Box 2015
SUBIACO WA 6904

Email: info@pbconsult.com.au

Facsimile: 08 9227 6390

Enquiries

All enquires can be directed to Chris Gibbins on 0420 355 032.

Closing Date

The closing date for applications is **5pm (WST) Friday 28 November 2014.**



Business Development Manager West Pilbara, WA

Ngarluma Aboriginal Corporation (NAC) is the governing body responsible for the management of native title and the provision of services to the Ngarluma people, the traditional land owners of the coastal areas around Roebourne, located in the West Pilbara, Western Australia.

An excellent opportunity has arisen for the newly created role of Business Development Manager, whose core responsibility will be to develop (in conjunction with the CEO and Board) and execute a business development strategy that identifies, establishes and oversees new business opportunities for the benefit of the Ngarluma people.

Working closely with the CEO, you will have responsibility for the implementation of programs and strategies to increase the skills, employment and business development of the Ngarluma people and also to grow NAC to provide ongoing economic and business sustainability.

More information about NAC is available at its website: www.ngarluma.com.au.

The position is permanently based in the Pilbara of WA. A competitive remuneration package will be available which includes rental assistance.

The successful candidate will possess:

- A minimum of 3 years relevant experience;
- Demonstrated experience and record of achievement in business development;
- Demonstrated experience in reporting at Board level;
- Outstanding stakeholder management and communication skills;
- Working knowledge of Aboriginal community aspirations;
- A strong work ethic and the ability to work as part of a team.

Applicants must address the selection criteria and provide a resume outlining qualifications and experience. An Applicant Job Pack (which includes the Selection Criteria) can be downloaded from the NAC website www.ngarluma.com.au.

For further information about the position please contact Chris Gibbins on 0420 355 032.

Applications Close: **5pm WST Friday 28 November 2014**

2 Selection Criteria

The following criteria reflect the abilities, qualifications, experience, standard of work performance and personal qualities sought in the position. The completed selection criterion by the applicant is the equivalent of the "first interview" and provides an opportunity to showcase your relevant skills and experience. You must address all selection criteria. This selection criteria document forms part of the selection process, and applications that do not attach this document cannot be accepted.

Criterion 1

Qualification - qualification in Business, finance, law or similar.

Criterion 2

Demonstrated experience in identifying, assessing and developing new business opportunities.

Criterion 3

Demonstrated experience working with government and non government organisations to identify opportunities to advance the economic interests of Aboriginal people through sustainable business development.

Criterion 4

Demonstrated experience in effective profile raising, marketing, establishment of Joint venture or similar vehicles that provide economic and workforce development benefits.

Criterion 5

Demonstrated communication, organisational and time management skills.

Criterion 6

Experience, knowledge of and commitment to Aboriginal self-determination and land justice issues.

3 Information about the position and Ngarluma Aboriginal Corporation

The information below is provided for background purposes only.

3.1 Information about the position

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|-------------------------------|---|
| Reports to | CEO |
| Contract of Employment | A contract of employment will be negotiated with the successful applicant |
| Location | The Corporation's office is located at Karratha, WA |
| Hours of Work | 8am to 4.30pm weekdays |
| Remuneration package | The remuneration package will be negotiated with the successful candidate. The following will also be offered: <ul style="list-style-type: none">• Rental subsidy (in accordance with NAC policy)• Mobile Phone and Allowance• Laptop computer. |
| Superannuation | Superannuation will be in accordance with legislated rate, currently 9.5% |
| Salary Sacrifice | Salary sacrifice can be negotiated up to a level that does not cause an impost (ie FBT) on the Corporation |
| Probationary period | 3 months |
| Annual Leave | 6 weeks per annum |
| Sick Leave | 10 days per annum (for full time role) |
| Confidentiality | The contract of employment will contain strict confidentiality requirements |
| Police clearance | The successful applicant will be required to obtain a police clearance as a condition of employment |

3.2 Information about Ngarluma Aboriginal Corporation (NAC)

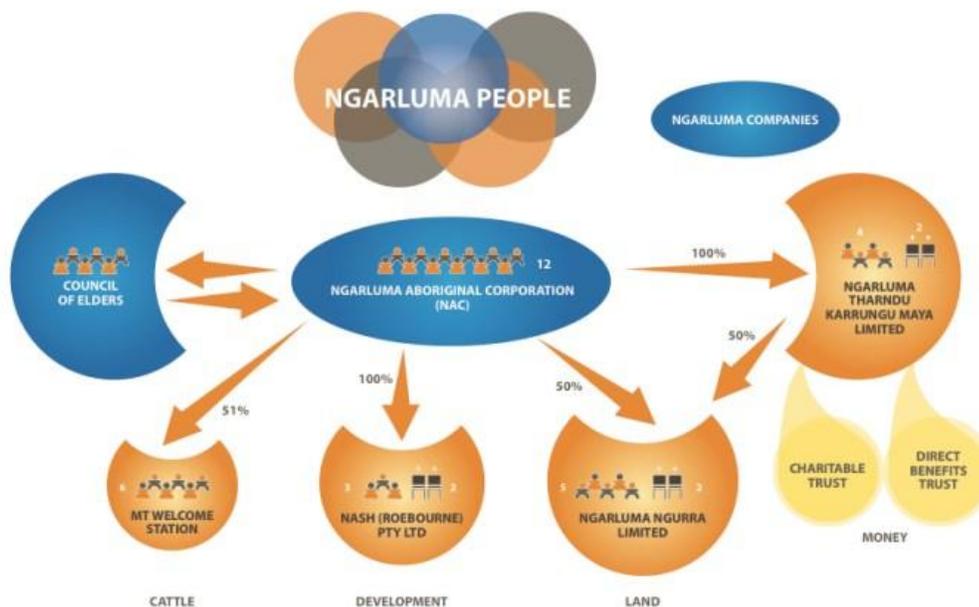
In May 2005, Native Title was granted to the Ngarluma and Yindjibarndi people. NAC was registered with the Office of Registrar of Indigenous Corporations (**ORIC**) on 10 June 2005. NAC is incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) (**CATSI Act**).

NAC is the prescribed body corporate for the Ngarluma people. NAC is the governing body for Native Title over land of which the Ngarluma people are the traditional owners.

Among its many responsibilities in managing Native Title, NAC has the responsibility of using Native Title land to make social and economic opportunities for the Ngarluma people. It aims to achieve this by creating employment and training opportunities, restoring and looking after language and culture, and restoring a sense of pride and purpose for the Ngarluma people

The Board of NAC comprises 12 directors. The Corporation has approximately 750 members.

The Corporate Structure for the NAC group is as follows:



NAC has an interest in or owns a number of entities:

- NAC owns 7 out of 12 shares of the Mt. Welcome Pastoral Co. Pty Ltd;
- NAC is the only shareholder of NASH (Roebourne) Pty Ltd;
- NAC is the only shareholder of Ngarluma Tharndu Karrungu Maya Limited (Trustee); and
- NAC and the Trustee each have a half share of Ngarluma Ngurra Limited (**NNL**).

Each entity was established for a specific purpose:

- NAC is the representative organisation for Ngarluma people;
- Mt. Welcome Pastoral Co. Pty Ltd manages Mt Welcome Station;
- NASH (Roebourne) is a development company and is overseeing the development of the Yaburriji Estate in Roebourne;
- The Trustee or the “money house” looks after money for now and the future; and
- NNL holds title to freehold land and looks at the best way to develop or manage the land.

Further information about NAC can be found at its website: www.ngarluma.com.au

Further information about ORIC and the CATSI Act can be found at: www.oric.gov.au

4 Application Form

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| Position: |
| Business Development Manager – Ngarluma Aboriginal Corporation |

| | | |
|---|--------------|------------|
| Applicants Details | | |
| Given name: | Family name: | |
| Street address: | | |
| Postal address: | | |
| Home Ph: | Work Ph: | Mobile Ph: |
| Fax: | E-mail: | |
| Are you an Australian citizen <i>or</i> have the status of permanent resident in Australia? | | |

| | |
|---|--------------|
| Referee Contacts (provide name, position, phone number and organisation) | |
| Referee No.1 | Referee No.2 |

.....
Applicants signature

.....
Date