

**Banjima Native Title Aboriginal Corporation RNTBC**

**POSITION DESCRIPTION: Implementation and Compliance Manager**

**SECTION 1: ORGANISATION OVERVIEW**

Banjima Native Title Aboriginal Corporation RNTBC (**BNTAC**) is the prescribed body corporate holding native title on trust for the Banjima People.

The Banjima native title determination area covers a large area of land and waters in the Pilbara region of Western Australia. There are approximately 500 adult Banjima People and many more Banjima children.

BNTAC is a charitable organisation with several objectives that include to provide relief for disadvantaged Aboriginal people, maintain and support traditions, laws, language and culture of Banjima people, as well as provide economic, social and cultural benefits, including housing, training and education.

BNTAC also acts as the 'Local Aboriginal Corporation' under two large indigenous land use agreements between mining companies and the Banjima People.

**SECTION 2: POSITION IDENTIFICATION**

<b>Position:</b>	<b>Implementation and Compliance Manager</b>	<b>Classification:</b>	As per Conditions of Employment
<b>Region:</b>	Western Australia	<b>Award/Conditions:</b>	As per contract of employment
<b>Location of position:</b>	Perth Office		
<b>Hours:</b>	75 hours per fortnight		

**SECTION 3: REPORTING RELATIONSHIPS**

**Responsible to:** CEO

**Staff reporting to this position:** N/A

**SECTION 4: ORGANISATION BACKGROUND / VISION**

This role with BNTAC carries responsibility to actively assist the CEO and other employees to promote the key organisational vision:

*The Banjima people are healthy, secure and independent with diverse life choices and the ability to determine their own future. The foundation is a proud entity centred on strong culture, community unity and effective governance.*

<b>POSITION TITLE:</b> Implementation and Compliance Manager	<b>LAST UPDATE:</b> 7 December 2017	<b>DEPARTMENT:</b> Human Resources	<b>PAGE 1</b>
---	--	---------------------------------------	---------------

**SECTION 5: OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

All employees have responsibility for Occupational Health and Safety. The employee shall comply with the Workplace Health and Safety Act, Regulations, Codes of Practice and BNTAC Workplace Health and Safety Policies and Procedures.

The employee shall comply with instructions given by their manager in the respect of the Health and Safety of themselves and the Health and Safety of other persons.

**SECTION 6: PRIMARY OBJECTIVES OF THIS POSITION**

The primary objective of this role is to manage the development, implementation, monitoring, evaluation and compliance of all BNTAC agreements, programs and projects.

**SECTION 7: KEY RESPONSIBILITIES, GOALS OR OBJECTIVES**

*Duties and responsibilities include, but are not limited to:*

**COMPLIANCE**

- Ensure BNTAC is complying with all obligations in key agreements;
- Develop and maintain systems to monitor and comply with agreements with the ability to generate regular and ad-hoc reports; and
- Maintain positive working relationships with key agreement partners.

**IMPLEMENTATION**

- Develop and support the implementation of key programs and projects;
- Arrange and manage implementation meetings for key programs and projects;
- Facilitate follow-up actions from key meetings (e.g. AGM, Board, Council, Decision Making Committees);
- Develop program/project plans, implementation plans, monitoring and evaluation plans for all key initiatives; and
- Report regularly to the CEO on compliance, implementation, risk, relationships.

**ADMINISTRATIVE AND MEETING TASKS**

- Organise and manage all key meetings with agreement partners, service providers and other significant stakeholders;
- Research and collect information/data for key meetings;
- Attend heritage meetings and other meetings to represent the CEO when required;
- Maintain electronic and manual files and keeping records up to date, secure and accessible, as appropriate;
- Adhere to compliance procedures;
- Prepare agendas, meeting papers, writing and dissemination of minutes and agendas; and
- Periodic travel to the Pilbara region to attend meetings as required.

**INTERNAL & EXTERNAL COMMUNICATIONS**

- Manage all incoming and outgoing communications (e.g. telephone, electronic, hard copy and in person) from/to agreement partners, service providers and other significant stakeholders, ensuring it is responsive, effective and approved by the CEO;
- Assist with the development and implementation of BNTAC's communications strategy;
- Develop and produce content for BNTAC's online communication channels (e.g. BNTAC website, online newsletter, social media sites);
- Support the planning and Executive Office of BNTAC events as required; and
- Other duties as required by the CEO.

<b>POSITION TITLE:</b> Implementation and Compliance Manager	<b>LAST UPDATE:</b> 7 December 2017	<b>DEPARTMENT:</b> Human Resources	<b>PAGE 2</b>
---	--	---------------------------------------	---------------

**SECTION 8: KEY PERFORMANCE INDICATORS**

- Consistent evidence of compliance with agreements;
- Evidence of successful development, implementation and outputs/outcomes of programs and projects;
- Establishment and maintenance of positive and productive relationships with key stakeholders and BNTAC members; and
- High standard written reports.

**SECTION 9: SALARY AND BENEFITS**

**Timeframe:** One-year contract with the possibility of extension (subject to funding)

**Salary Range:** \$80K -\$110K base, plus superannuation

**Annual leave:** 4 weeks

**Sick leave:** 10 days

**Salary Sacrifice:** \$15,900.00 PA

**SECTION 10: LEVELS OF AUTHORITY**

This authority should be exercised in a responsible, legitimate and appropriate manner in the most ethical and commercial interests of the corporation. This authority must not conflict with any BNTAC policy statements, procedures and instructions.

**SECTION 11: SELECTION CRITERIA****Essential:**

- High level interpersonal skills with the ability to establish and maintain positive and productive relationships with major partners and stakeholders;
- Cultural competence, particularly with Aboriginal people;
- Experience in managing compliance with major agreements;
- Managing information systems to maintain records and generate reports;
- High level organisational skills and ability to consistently follow-through on tasks;
- Excellent written skills for a variety of purposes; and
- Ability to work independently and take initiative.

**Desirable:**

- Qualification in compliance management or business administration; and
- Experience working with Aboriginal organisations and people.

**SECTION 12: CERTIFICATION**

I have reviewed and confirm my full understanding of the role of \_\_\_\_\_, and agree that this is an accurate position description of that role.

**Staff Name:**

**Sign:**

**Date:**

I can confirm that the above staff member has reviewed and discussed the position description and fully understands the requirements of the role.

**Manager Name:**

**Sign:**

**Date:**

<b>POSITION TITLE:</b> Implementation and Compliance Manager	<b>LAST UPDATE:</b> 7 December 2017	<b>DEPARTMENT:</b> Human Resources	<b>PAGE 3</b>
---	--	---------------------------------------	---------------