



POSITION:	Delivery Manager
LOCATION:	Broome and Kimberley region (Western Australia)
TYPE:	Full time
REPORTS TO:	Manager, Land and Sea Management Unit (LSMU)
SUPERVISES:	Indigenous Protected Area (IPA) Coordinators: Bardi Jawi, Paruku Indigenous Ranger Program Coordinators: Nyul Nyul
OTHER:	Under section 51 of the Equal Opportunity Act this position is advertised as <i>strongly</i> indigenous preferred.

ABOUT THE KIMBERLEY LAND COUNCIL

Covering the Kimberley region of northern Western Australia, the Kimberley Land Council (KLC) commenced in 1978 and was formed by Kimberley Aboriginal people as a political land rights organisation. It has become the peak Indigenous body in the Kimberley, working with Aboriginal people to secure native title recognition, conduct conservation and land management activities and develop cultural business enterprises.

OUR VISION

The Kimberley Land Council is a community organisation working for and with Kimberley Aboriginal people to get back country, look after country and to get control of the future.

OUR VALUES

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| <ul style="list-style-type: none"> • Respect for our law and culture • Respect for our elders and stakeholders • Fair and transparent decision making • Effective and open communication | <ul style="list-style-type: none"> • Working in partnership • Trust and loyalty • Justice and equality for Indigenous people • Cultural diversity |
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POSITION SUMMARY

This position provides line management support to IPA and Ranger Coordinators within the Bardi Jawi, Nyul Nyul and Paruku Ranger teams. The Delivery Manager provides holistic support for the above ranger teams, including but not limited to: individual line management; annual works plan development; program design, development and implementation; budget management and reporting.

The role represents an exciting opportunity to provide both strategic and operational support to ranger groups, delivered through a great balance of office based time and field engagement.

Bardi Jawi and Nyul Nyul ranger teams are located on the Dampier Peninsular, an incredibly beautiful environment, with extremely passionate Traditional Owners and rangers.



The Paruku Rangers are located in Mulan on the edge of the Great Sandy Desert. This region holds incredibly strong cultural knowledge and wild diverse landscapes.

Who We're Looking For

The ideal person in this role will come with a strong passion for working with people to help them achieve their best.

You will be a great communicator, interested in Indigenous Land and Sea Management, have strong organisational skills and a drive to spend time on country.

KEY RESPONSIBILITIES

1. Program Management

- Provide holistic line management support to IPA and Ranger Coordinators. This will involve the development of Individual Performance Plans and working with the Human Resource Manager to manage, at times, complex employee situations;
- With guidance and supervision from the Unit Manager support ranger teams/PBCs to develop meaningful annual works plans;
- Support Coordinators to implement annual work plans;
- Support and advise Coordinators to accurately report on contracts as required;
- Ensure Coordinators maintain compliance with KLC Policies, Processes and Procedures;
- With guidance from the unit manager support staff to work within the governance structures of their Prescribe Bodies Corporate and relevant Traditional Owner advisory bodies;
- Maintain strong working relationships with project partners and funders;
- With guidance/supervision as required, work with staff to set meaningful Individual Performance Plans and review these throughout the year.

2. Financial

- Support Ranger / IPA Coordinators to manage their allocated budgets, review monthly budget updates and adjust expenditure accordingly;
- Ensure adherence to all finance and procurement policies or contractual agreements;
- Provide finance updates to the LSMU Management and LSMU Business Manager.

3. Occupational Safety and Health

- Assist ranger groups to comply with and follow OHS policy and procedure;
- Actively contribute to the health and safety of the workplace by adhering to all health and safety policies and procedures.

4. Compliance

- Provide advice to management with sufficient detail to ensure compliance with relevant contracts;
- Comply with all internal KLC policies and procedures;
- Demonstrate an awareness of and commitment to the KLC Vision and its Values.

5. Other

- Participate in LSMU Senior Management team meetings to assist in achieving optimal outcomes across the network



- Participate in relevant training and professional development activities
- Support and attend key KLC events
- Other tasks as directed

SKILLS, QUALIFICATIONS AND EXPERIENCE – APPLICATIONS MUST PROVIDE A WRITTEN RESPONSE ADDRESSING EACH OF THESE ESSENTIAL SELECTION CRITERIA

Essential

1. Experience and/or Qualification in relevant field;
2. 3 years experience in a similar role or role with transferable skills;
3. Experience managing staff or other experience which clearly demonstrates an ability to undertake this role function;
4. Excellent verbal and written communication skills;
5. Experience in setting and managing budgets;
6. Well organised and able to meeting deadlines across competing projects;
7. Understanding of Aboriginal cultures, protocols and issues in relation to caring for country / land and sea management activities
8. Demonstrated ability to work both independently and within a team
9. Current drivers licence.