Position Description

Job Title: North East Arnhem Land Regional Manager/Director

Employment: Permanent Full Time - Inclusive of superannuation and provided vehicle, up to $120k per annum (plus additional tax benefits)

Reporting Relationship: General Manager, Regions

Location: Nhulunbuy, North East Arnhem Land

Objective: The overall goal is to maximise the effective use of corporate and government partner resources on North East Arnhem Land partner programs.

Reporting Lines & Place of Work
The North East Arnhem Land Regional Manager/Director reports to the General Manager, Regions. The role will be based in the Northern Territory.

Organisation Profile
Jawun is a not-for-profit organisation that leverages the capabilities of Corporate and Philanthropic Australia to support programs of change in Indigenous communities. Guided by the strategies of Indigenous leaders, Jawun seeks to foster long term partnerships that build sustainable capacity in Indigenous organisations and communities.

Jawun began facilitating partnerships between Corporate and Indigenous Australia on Cape York in 2001. Led on the Cape by Noel Pearson’s agenda to break down the destructive passive welfare economy, Jawun has developed ways to support Indigenous people’s participation in the real economy. Through the skilled people from our corporate partners, Jawun is a key supporter in the delivery of programs that foster self-reliance, entrepreneurial activity and business planning amongst Indigenous people.

The Jawun model is transferable and today we work with remote communities in Cape York Peninsula (QLD), East and West Kimberley (WA), Central Australia (NT) and Northeast Arnhem Land (NT); regional communities of Goulburn-Murray (VIC) and Central Coast (NSW), and the urban community of Inner Sydney (NSW). The most recent regions are the Lower River Murray and Far West Coast (SA) and South West Australia (SWA).


Role & Responsibilities
Project management, report writing, presenting to the Board, being on the ground and strategic thinking, all represent some of the main responsibilities. The details are:

Maintain strong relationships with Indigenous partners:
- Engage with Indigenous organisations’ leadership to understand their agenda and ensure alignment of Indigenous Organisation programs and Jawun/Partner activities
- Engage and provide secretariat support to North East Arnhem Land Advisory Group / Strategic Review Forum for the smooth running of the Jawun programs in the region
- Understand the resourcing needs for priority projects
- Assess the likelihood of project success and Jawun contribution making a difference
- Develop a detailed view of resourcing needs that flow from these projects
Make secondments happen:
• Participate in secondee selection
• Agree specific secondment briefs with Indigenous organisations
• Ensure logistical elements are managed for secondees
• Support secondee induction
• Accompany secondees to sites
• Manage issues on secondment and provide coaching when required

Coordinate and participate in Executive Visits for the region:
• Collaborate with the Indigenous leaders to design the Itinerary for the showcase of projects
• Liaise with Indigenous Organisations on the delivery of the Itinerary for the Visits
• Ensure logistical elements are carried out for the event
• Liaise with Indigenous Organisations for the release of secondees to support the Visits
• Coordinate secondee support for the event
• Coordinate and prepare information and material for the Visits

Engage with corporate partners who focus support on North East Arnhem Land:
• Assist to promote the program to attract secondees
• On a regular basis, support corporate partners in understanding that specific secondments are do-able and worthwhile
• Acknowledge corporate partner contributions and grow their appetite for involvement

Provide guidance to selected high priority projects:
• Where appropriate provide direct support to Indigenous organisations and leaders

Performance measurement and reporting:
• High quality Board and Government reporting
• Annual KPIs to be reported on
• Annual review meetings with Indigenous Organisations and Corporate partners
• Provide Indigenous leadership with annual review information for the region

Relationship and Profile:
• Ensure wider connection with the broad community to establish the Jawun Brand and strong relationships

People and Culture
• Living and instilling the Jawun values in people relations and processes
• Ensuring the Jawun values are a reference point for decision making and appropriate action
• Making time to mentor and support colleagues in their endeavour to create successful outcomes for Jawun
• Actively influencing a culture of partnership and understanding internally and externally

Knowledge, Skills and Experience

Qualifications and Experience:
• Tertiary education is desirable but not essential
• Experience in Indigenous affairs is desirable but not essential
Key skills/attributes:

- Passion for change in Indigenous communities
- Excellent communication skills both written and oral
- Proven time management skills, and the ability to multi-task and prioritise work effectively
- Self-motivated, outcomes focused and the ability to be persuasive
- Demonstrated ability to work autonomously as well as a team member
- Collaborative and a good listener
- Insight – ability to read situations and exercise good judgment
- Ability to engage, build strong relationships and rapport with a variety of stakeholders (from secondees to Indigenous leaders) and manage a wide diversity of personal styles
- Strong sense of self and personal resilience
- Ability to manage and resolve conflict and remain calm in a crisis situation
- Consistently demonstrates personal and professional accountability/ownership for work performance
- Strong sense of self-awareness, the ability to show empathy and be diplomatic
- Comfortable with ambiguity and adaptable (must be flexible and able to move with changing schedules and priorities)
- Ability to prioritise the role first before personal circumstances

For position enquiries and application information please contact: Glenn Weston (General Manager, Regions) on 0499 608 853 or email gweston@jawun.org.au