

Kaiela Institute

POSITION TITLE: Chief of Staff

ORGANISATION: Kaiela Institute

RESPONSIBLE TO: Executive Chair

LOCATION: Shepparton



Context

The Kaiela Institute is widely recognised as an influential and innovative First Nations think tank, under the inspirational leadership and advocacy of our Executive Chair, Dr Paul Briggs AO. Grounded in the Nanyak and Invincible Spirit of the Yorta Yorta, and building on decades of thought leadership, advocacy and innovation, we are driving nation-leading reform with the [Goulburn Murray Regional Productivity and Prosperity Plan](#). This is an exciting opportunity to join a talented team committed to driving economic, social and cultural change in the Dungala Kaiela (also known as the Goulburn Murray region).

Position summary

The Chief of Staff will work directly with the Executive Chair Dr Paul Briggs AO and Kaiela Institute team, with the core responsibility of overseeing the effective delivery of the Goulburn Murray Regional Prosperity and Productivity Plan (GMRPPP or ‘the Plan’). This will involve collaborating across all levels of government, corporate and non-government partners to advocate the narrative of the Plan and to help to ensure that the implementation of GMRPPP initiatives and activities is a whole-of region responsibility.

This position will be a key strategic sounding-board and right-hand person to the Executive Chair. The role will involve strategic analysis, project management, coordination of key governance structures, a wide range of community and stakeholder engagement, communications management, workflow prioritisation, grant/funding proposals, reports and acquittals, dynamic problem-solving and carefully considered strategic advice.

Duties and responsibilities

Implementation of the GMRPPP

- **Planning:** support planning sessions to support the Executive Chair’s vision and align the organisation’s efforts and resources with the priorities set out in the GMRPPP Action Plan (2025-2028) and the ongoing guidance of the Plan’s regional governance structure/s.
 - This will include ensuring regional governance mechanism/s are supported, progress is monitored, accountability is tracked, and suitable advice and data is provided to enable adaptively manage the Plan as required.
- **Stakeholder engagement & management:** collaborate with the Executive Chair on relationship building and management with:
 - 1) First Nations Plan Champions and other Aboriginal-led organisations
 - 2) Regional Plan Champions and potential Plan Champions
 - 3) Influencers and decision-makers in government, philanthropy and corporate sectors
 - 4) Other regional stakeholders and strategic partners or potential partners as required

- This will involve coordinating meetings and supporting the Executive Chair by developing and distributing agendas and background reading, facilitating or leading discussions when asked to do so by the Executive Chair, taking minutes, and ensuring timely follow-up on key actions
- **Coordination of governance structures:** assist in designing, mobilising and operating the GMRPPP regional governance model to drive whole-of-region collaboration and responsibility for GMRPPP implementation
- **Project management:** oversee the design and subsequent delivery of key strategic initiatives outlined in the GMRPPP Action Plan (2025-2028), ensuring projects are clearly defined, involve the appropriate stakeholders, stay on schedule, and meet deadlines. Where appropriate, develop grant and funding applications/proposals, ensure reporting and acquittals are provided, and manage contracts and secondment as required.
- **Communication management:** promote the GMRPPP throughout the community and to key stakeholder groups (government, philanthropic, corporates, etc.), via the coordination of communications and marketing activities, workshops, events, etc.
- **Problem-solving:** identify potential issues or roadblocks to the delivery of the GMRPPP and /or to the reputation and standing of KI and/or the Executive Chair, and proactively address them based on advice and guidance from the Executive Chair.

Other areas of responsibility

- **Administrative and policy support:** as required, assist Executive Chair and KI Office Manager with event development and delivery, engagement and management of consultants and subject matter experts, communications, community and stakeholder engagement, and other day-to-day operations as required to ensure the smooth operation of the organisation

Key skills and personal attributes required

- Strong analytical and strategic thinking skills
- Ability to comprehend complex policy concepts, distil key messages, and facilitate consensus
- Excellent communication and interpersonal abilities
- Collaborative and inclusive working style
- Self-awareness, humility and respect for Yorta Yorta and First Nations cultural protocols
- Project management expertise
- Ability to prioritise and manage multiple competing tasks
- Capacity to work dynamically and adjust to a changing environment
- Leadership qualities

Qualifications or experience required

Essential

- Relevant tertiary qualifications or professional experience, for example Law, Commerce, Economics or Political Science.
- Skilled in effectively delivering and managing complex projects.
- A strong record of relationship management and building community influence.
- Skilled in orchestrating complex stakeholder and community engagement.
- Experience in policy analysis and research projects (preferably in Indigenous affairs) with a strong track record of producing high quality outputs for a wide range of stakeholders

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Highly Desirable

- Experience working in First Nation communities, including with senior leaders, on social or economic reform initiatives.
- Executive experience in a community-based policy and/or program delivery.
- Experience in data analysis and/or financial analysis.

Working conditions

- A full and current driver's license valid for driving in Victoria is essential.
- Must possess a current Working with Children Check.
- Out of business hours work may be required.

Position description created and endorsed: 13/01/2025