

Chief of Staff

LOCATION: Shepparton

POSITION TYPE: Full-Time

CONTRACT TERM: 12-months

REMUNERATION: Competitive salary package offered

CONTACT OFFICER: **Felicia Robinson**

Position

The **Kaiela Institute** supports collaboration between Aboriginal and non-Aboriginal leaders to envision, design and implement an inclusive future for all people in the Goulburn Murray region.

The Chief of Staff will work directly with the Executive Chair 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.

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.

To apply

For further details on this position, please see: <https://www.kaielainstitute.org.au/work-with-us.html> or contact Felicia on mobile: 0437 762 488.

Please submit your CV and a two-page statement against the selection criteria providing relevant examples against key duties of the role to email: administration@kaielainstitute.org.au

Application Closing Date: 5pm Tuesday, 04 February 2025