

ABDU Business Procurement Coordinator

RESPONSIBLE TO: Algabonyah Regional Economic Development Manager

LOCATION: Shepparton

POSITION TYPE: Full-time

CONTRACT TERM: Fixed Term - Initial 6-month contract

REMUNERATION: Competitive salary package offered

SUPPERANUATION: 10% superannuation offered

CONTACT OFFICER: Maxine Bartlett on (03) 58 291 808

APPLICATION TO: Tui Crumpen, Director Kaiela Institute

Organisational context

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.

It has been established to provide a place and a process to encourage and support our leaders and institutions to collaborate and take a more strategic approach to building the future of our community; to move from the necessities of crises intervention to the potential of a real design of future.

Kaiela Institute is the lead organisation in the Goulburn-Murray region for the Community Revitalisation and Strengthening Pathways to Economic Participation initiatives (Victorian Government), and Empowered Communities initiative (Australian Government).

This includes supporting partnerships to deliver initiatives in the identified priority areas of health, education, employment and social inclusion.

Position outline

The ABDU Business Procurement Coordinator is responsible for supporting the Algabonyah Regional Economic Development Manager in the implementation of the Goulburn Murray Regional Prosperity and Productivity Plan (GMRPPP) and the coordination of the Algabonyah Business Development Unit (ABDU) to create an intensive place-based focus on First Nations business development and growth for the Greater Shepparton and Goulburn Murray Regions.

The position will assist the development and establishment of local Aboriginal businesses who seek support from the ABDU. This includes networking and mentoring, and coordinating outsource services to strengthen entrepreneurial capabilities and facilitate business incubation and development.

Key duties include:

- Coordinating support for local Aboriginal businesses in their set-up phase and linking them to relevant services, including the coordination of 3 x First Nations business network meetings per annum.
- Coordinate and work with key partners to establish and develop a business mentoring program for local Aboriginal entrepreneurs and businesses.
- Liaise with GMRPPP Champions to facilitate strategies and processes for local Aboriginal business procurement.
- Liaise with key agencies, institutional partners, industry bodies and the community to create business pathways and/or facilitate support and services.

Selection criteria

Essential

- Technical project planning, and project management concepts and models.
- Experience in liaising with and managing relationships with government and/or industry.

Important

- Relevant tertiary qualifications or professional experience, for example Business Management or Community Development.
- Experience in managing and coordinating projects within business development, community development, or other relevant fields.
- Experience working in First Nation communities.
- Experience in communications and marketing.

Conditions of employment

Full and current driver's license valid for driving in Victoria.

Successful candidates will be required to undertake pre-employment checks including proof of identity, qualifications, driver's license, and a criminal records check.

The position is also subject to the satisfactory completion of a three-month probationary period.

Must possess a current Working with Children Check

Some out of business hours work may be required, or out of business hours work may be required.

Overnight stays and interstate travel may be required, or interstate travel may be required.

To apply

Please submit your CV and a two-page statement of claims against the selection criteria providing relevant examples against key duties of the role to email: recruitment@milburnhill.com.

Application Closing Date: 5pm Friday, 25th February 2022

Template created and endorsed: 31/01/2022

