

## **Implementation officer position**

**Location:** Perth or Paraburdoo based

Yinhawangka Aboriginal Corporation is currently seeking for an **Implementation Officer** on a on a fixed term basis. The term of the contract is until 31 December 2024, aligned with the funding provided for the position.

*Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.*

### **About YAC**

Yinhawangka Aboriginal Corporation RNTBC ("YAC") is the registered native title body corporate for approximately 10,000 sq.km around Paraburdoo in the Pilbara of Western Australia which is held in trust for approximately 350 Yinhawangka people. YAC is experiencing significant growth and it is envisaged that this position will develop, you will require flexibility and openness to change.

### **About the Role**

The primary responsibility of the Implementation Officer role is to ensure compliance with agreements, developing monitoring systems, supporting program implementation, facilitating follow-up actions, creating initiative plans and providing regular reports.

**Random drug & alcohol screenings apply to this role and all other positions.**

### **Key responsibilities**

- Monitor and ensure the organisation's compliance with all obligations outlined in key agreements.
- Develop and maintain effective systems to monitor and ensure compliance with agreements with the ability to generate regular and ad-hoc reports.
- Develop and support the implementation of key programs and projects.
- Arrange and manage implementation meetings for key programs and projects.
- Facilitate follow-up actions arising from key meetings including AGM, directors' meetings and trust council and decision making committees.
- Develop program and project plans, implementation plans, monitoring and evaluation plans for all key initiatives.
- Provide regular reports to the CEO on compliance, implementation, risks and relationship.
- Perform other duties as directed by the manager.

### **Key selection criteria**

- Knowledge of Yinhawangka people and country.
- Demonstrated experience in compliance management and in developing compliance systems.
- Experience in project/program development and implementation.
- Excellent written and verbal communication skills.

- Project management and report writing skills.
- Basic computer skills.
- Strong interpersonal skills and ability to facilitate meetings effectively.
- Excellent work ethic and strong time management skills.
- **Mandatory:** WA Class C driver's licence.
- National police clearance (not older than six months).

**How to apply:**

Please email us at [heritage@yinhawangka.com.au](mailto:heritage@yinhawangka.com.au).

**Applications close on Tuesday 30 April 2024.** Yinhawangka Aboriginal Corporation RNTBC will review the applications as they come through and reserves the right to close the advertisement prior to the closing date in the event that the position is filled.