



KOKATHA ABORIGINAL CORPORATION RNTBC (ICN 8093)

POSITION DESCRIPTION

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| Position Title: Trainee QHS&E / Client Services Officer | Business Unit: Kokatha Aboriginal Corporation RNTBC | |
| Reports To: Corporate Services Manager | Direct Reports: Nil | |
| Primary Objective: | | |
| <p>The Kokatha People are the Traditional Owners of a large section of land in the north of South Australia. This area stretches from Lake Torrens in the East to the Gawler Ranges in the West. The Kokatha Traditional Owners' Native Title area encompasses significant mineral deposits which are subject to current mining operations and future potential mining activities. The Native Title area also includes the townships of Woomera, Roxby Downs and Andamooka which are major service centres for this part of regional South Australia.</p> <p>This position is responsible for providing administrative support across Kokatha Aboriginal Corporation RNTBC (KAC) and subsidiary entities</p> <p>Key objectives include:</p> <ol style="list-style-type: none"> i. Provide support to the Corporate Services Manager in the delivery of QSH&E to KAC and subsidiary entities ii. Assist in the development of systems and processes to comply with ISO 9001 Quality, ISO 45001 Health & Safety and ISO 14001 Environmental standards iii. Work closely with the Corporate Services team to ensure consistency across the organisation iv. Support and delivery QSH&E Training to relevant stakeholders v. Provide administrative support to Kokatha Charitable Trust <p>The hours and days of work are to be negotiated with the successful candidate. This will be based on the outcome of the interviews and the skill set of the applicants.</p> | | |
| Position Dimension & Decision-Making Authority: | Key Communication Contacts: | |
| <p>Without referral to Board but in consultation with managers/others –</p> <ul style="list-style-type: none"> • Operational expenditure within delegated limits <p>Referred to Manager –</p> <ul style="list-style-type: none"> • Capital expenditure • Expenditure above delegated limits | Contact/Organisation | Purpose/Frequency of Contact |
| | Corporate Service Manager | Daily – Direction and leadership |
| | CEO | As required |
| | Corporate Services Team | As required |
| | All staff | As needed – Support where appropriate |

| Key Accountabilities | | |
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| Key Result Area | Major Activities | Performance Measures: |
| 1. Administration | <ul style="list-style-type: none"> • Manage all aspects administrative aspects of KAC and subsidiary entities QSH&E including document control. • Process and administer KCT applications. • Liaise closely with the Corporate Services team to ensure consistency across the organisation. • Identify opportunities for improvement to ensure the organisation can achieve strategic objectives. • Communicating with relevant stakeholder to support KAC operations • Other duties as consistent with the position where required. | <ul style="list-style-type: none"> • Efficient and timely administration services are provided KAC and subsidiary entities. |
| 2. Compliance | <ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Ensure all KAC practices are professional, ethical, and comply with relevant legislative requirements and professional standards. | <ul style="list-style-type: none"> • Nil compliance issues. |
| 3. Reports and Statistics | <ul style="list-style-type: none"> • Provide financial, administration, statistical and other reports to meet organisational, stakeholder and statutory requirements including analysis, reporting of results and supporting recommendations. | <ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports |
| 4. Systems, Policy and Procedure Development | <ul style="list-style-type: none"> • Liaise with the Corporate Services team to develop clear systems, approaches and frameworks to guide improved administrative functions of the corporation. • Review and update KAC record keeping system, | <ul style="list-style-type: none"> • Development of systems to provide consistent and high standards of compliance with policies and best practice |

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| | <p>including office drives, file management and access, file storage and reducing paper use across sites.</p> <ul style="list-style-type: none"> • Coordinate all assets documentation for KAC including registers, staff and community access, insurance and care requirements etc. • Comply with and promote EEO across the organisation. | |
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| Key Challenges: | Person Specification: |
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| <ul style="list-style-type: none"> • Managing the delivery of administrative services related to QHS&E • Assist in the development of Shared Services for KAC and subsidiary entities • Streamlining systems and processes across the organisation | <p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Willingness to complete Certificate IV Business Administration • Experience in administration and/or accounts environment • Experience in Quality, Health/Safety and Environment • Ability to coordinate tasks, set priorities and work to timelines in a varied and demanding environment, with minimal supervision. • Good interpersonal and written communication skills. • Analysis and problems solving skills. • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands. • Capacity to development local stakeholder networks • Ability to build relationships with all levels of the organisation. • High level of computer literacy; sound working knowledge of Microsoft Office software • Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc. |

I confirm that I have read this job description and acknowledge and understand my roles and responsibilities.

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Employee Signature

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Date

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Print Name