



## KOKATHA ABORIGINAL CORPORATION RNTBC (ICN 8093)

### POSITION DESCRIPTION

<b>Position Title:</b> Kokatha Pastoral Operations Manager	<b>Business Unit:</b> Executive
<b>Reports To:</b> Chief Executive Officer	<b>Direct Reports:</b> Station Manager
<b>Primary Objective:</b>	
<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>The Kokatha Pastoral (KP) manages three pastoral properties- Roxby Downs Station, Purple Downs Station and Andamooka Station- as part of the sub lease agreement negotiated with BHP as part of the 2012 Indigenous Land Use Agreement. This covers approximately 500,000 sq hectares and is situated approximately 30km of Roxby Downs township.</p> <p>This position is responsible for managing all Kokatha Pastoral (<b>KP</b>) business operations.</p> <p>Key objectives include:</p> <ol style="list-style-type: none"><li>i. Implement the KP 2020-25 business plan;</li><li>ii. Lead and develop the KP team in accordance with the KP plan and KAC priorities;</li><li>iii. Develop and strengthen KP partnerships and funding agreements;</li><li>iv. Lead the strategic alignment and amalgamation of KP into KE;</li><li>v. Provide support to the Kokatha Enterprises (<b>KE</b>) Board and Secretariat.</li></ol>	

<b>Position Dimension &amp; Decision Making Authority:</b>		<b>Key Communication Contacts:</b>	
<b>Without referral to Board but in consultation with managers/others –</b> <ul style="list-style-type: none"> <li>Operational expenditure within delegated limits</li> <li>Budget management within approved budgets</li> </ul> <b>Referred to Manager –</b> <ul style="list-style-type: none"> <li>Capital expenditure</li> <li>Strategic direction</li> <li>Budget setting</li> <li>Expenditure above delegated limits</li> </ul>		<b>Contact/Organisation</b> Chief Executive Officer Direct Reports External Consultants KE Management All staff	<b>Purpose/Frequency of Contact</b> Daily – Direction and leadership Daily – Provide supervision and leadership As required – Sourcing expertise As needed- support as required As needed – Support where appropriate
<b>Key Accountabilities</b>			
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>	
<b>1. Operational Management</b>	<ul style="list-style-type: none"> <li>Update the KP 2020-25 business plan, including the 180-day workplan with a strong focus on enterprise development.</li> <li>Lead the strategic alignment and amalgamation of KP into Kokatha Enterprises (KE).</li> <li>Ensure all KP contractual obligations are met in accordance with relevant business plans.</li> <li>Proactively manage all operational and key business risks and mitigation strategies as identified in the KP business plan.</li> <li>Manage the recruitment and selection of staff for KP operations.</li> <li>Work closely with Kokatha Enterprises (KE) management to align KP operations to KE strategic management, policies, processes and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Achievement of operational plans and performance targets.</li> <li>KP Business Plan 2020-2025 milestones successfully met.</li> </ul>	
<b>2. Leadership and People Management</b>	<ul style="list-style-type: none"> <li>Provide leadership, direction and guidance across KP.</li> <li>Ensure that staff capability is developed to each team member’s full potential to assist in achieving the</li> </ul>	<ul style="list-style-type: none"> <li>Leadership development plan in place for Kokatha Pastoral Manager.</li> <li>HR metrics data, such as retention, unexplained absences are within KPI</li> </ul>	

	<p>organisation strategic objectives.</p> <ul style="list-style-type: none"> <li>• Mentor the Kokatha Pastoral Station Manager.</li> <li>• Manage the KE Board, working closely with the Board Secretariat.</li> <li>• Implement a Kokatha succession plan for all positions not held by Kokatha people.</li> <li>• Ensure that all employees are complying with relevant WH&amp;S legislation and that any issues are identified and resolved appropriately.</li> </ul>	<p>limits.</p> <ul style="list-style-type: none"> <li>• Performance plans and learning and development plans are in place for all team members.</li> <li>• Indigenous employment retention targets successfully met.</li> <li>• Succession plans milestones are met</li> </ul>
<b>3. Budgetary and Financial Management</b>	<ul style="list-style-type: none"> <li>• Manage KP in accordance with approved business plans and budgets with focus on creating non-rain reliant income and enabling KP to operate a profit by 2024-5.</li> <li>• Ensure that achievement of the business objectives while maintaining effective cost controls.</li> <li>• Ensure business agreements and contracts are developed in line with KAC's financial requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of budgetary requirements</li> </ul>
<b>4. Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Build and strengthen the key KP stakeholder relationships with a focus on partnership and funding agreements.</li> <li>• Develop and enhance partnerships with resource, pastoral and defence sectors, local and other government sectors, local community and other stakeholders to ensure that opportunities to benefit the organisation are identified and developed.</li> <li>• Engage with the community as appropriate to ensure KAC enterprises benefit all Kokatha people and do not damage Kokatha Native Title interests.</li> </ul>	<ul style="list-style-type: none"> <li>• All agreements and business opportunities are managed in accordance with overall strategic direction.</li> <li>• Stakeholder financial and partnership agreements align with business plan and provide measurable financial benefit for the Kokatha community.</li> </ul>

<b>5. Board Management</b>	<ul style="list-style-type: none"> <li>• Ensure monthly KP Board meeting agendas and Board reports are prepared.</li> <li>• Work closely with the Board Secretariat to ensure smooth Board management.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>6. Compliance</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Ensure all KP practices are professional, ethical, and comply with relevant legislative requirements and professional standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil compliance issues.</li> </ul>
<b>7. Reports and Statistics</b>	<ul style="list-style-type: none"> <li>• Prepare reports and recommendations for resources (human, plant, equipment and assets) considered necessary for efficient operations.</li> <li>• Ensure that management, statistical and other reports are provided to relevant stakeholders on organisational, program and statutory requirements including analysis, reporting of results and supporting recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> </ul>

<b>Key Challenges:</b>	<b>Person Specification:</b>
<ul style="list-style-type: none"> <li>• Ensuring all operations are undertaken to a high standard in line with the relevant Business Plan objectives.</li> <li>• Ensure training and progression of the workforce in a challenging work environment.</li> <li>• Negotiating sustainable partnership funding agreements with key stakeholders and traditional owners, including Board Directors</li> <li>• Navigating community expectations and funding requirements</li> </ul>	<p><b>Qualifications &amp; Experience –</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Business, Agriculture or similar discipline</li> <li>• Demonstrated experience to work successfully, respectfully and collaboratively with Traditional Owners</li> <li>• Significant experience in managing pastoral operations and complex contracts.</li> <li>• Commercial management skills including the ability to cost jobs, prepare tender bids and oversee contractual adherence and</li> </ul>
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- Achieving commercial outcomes in an uncertain environment

performance

- Strong communication skills and the ability to engage with a diverse group of stakeholders.
- Demonstrated ability to lead and develop a team
- High level of computer literacy; sound working knowledge of Microsoft Office software
- Ability to hold all relevant security clearances such as National Police Check.
- Current valid Driver's licence, HR or HC Class or equivalent

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

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Employee Signature

...../...../.....  
Date

.....  
Print Name