



JOB AND PERSON SPECIFICATION

Position:	Stakeholder Liaison Officer
Reports To:	Chief Executive Officer
Award/Classification:	Award Free
Employment Status:	Full time, fixed term

Kokatha Vision

Kokatha's vision is to improve the lives of Kokatha people.

By building a strong economic base, the Kokatha group is providing long term independence for Kokatha people by providing employment, education and enterprises opportunities, career pathways and self-development for current and future generations.

Kokatha People

The Kokatha People are the Traditional Owners of a large area of land in the northern region of South Australia, estimated to extend over 140,000 square kilometres. Traditionally the Kokatha people have been associated with the land that is to the north of Port Augusta, stretching from Lake Torrens in the east to the Gawler Ranges in the West. This includes the land surrounding BHP's Olympic Dam operation near Roxby Downs and the copper-gold project at Carrapateena.

Kokatha Aboriginal Corporation (KAC)

The Kokatha People decided to form the Kokatha Aboriginal Corporation (KAC) in 2014 to be the Prescribed Body Corporate and to become the Registered Native Title Body Corporate for the determined areas pursuant to section 57(2) of the Native Title Act 1993 (Cth) and to hold on trust the native title rights and interests of the Common Law Holders. In 2021 KAC was appointed as the Recognised Aboriginal Representative Body (RARB) for its native title determination area under Part 2B of the Aboriginal Heritage Act 1988 (SA). As per the [KAC Rule Book](#), KAC exists to protect and manage the native title rights, cultural heritage, and interests of the Kokatha people to promote their social, economic and cultural wellbeing.

Primary Purpose of the Position

Reporting to the Chief Executive Officer (CEO), the main role of the Stakeholder Liaison Officer is to support KAC's implementation of requirements and commitments arising from existing stakeholder agreements, liaise with stakeholders on general operational matters and to provide administrative support to the KAC/stakeholder working group in relation to negotiations and protocols between KAC and stakeholders, for example: BHP, Oak Dam, Northern Waters or Defence.

Job Description

- Provide administrative and logistical support to stakeholder working groups in relation to the negotiations, agreements and protocols, including liaising with KAC legal representatives.
- Provide analysis and advice about implementation of requirements and commitments relating to existing and future agreements.
- Support the operation of the Kokatha Indigenous Land Use Agreements.
- Liaise with stakeholders as required in relation to operational matters associated with existing agreements.
- Liaise with KAC legal representation to support negotiations
- Participate in cultural/heritage training initiatives with various external and internal stakeholders.
- Assist with mentoring indigenous KAC staff as required.

Person Specification

Essential:

- Administrative experience with a sound working knowledge of Microsoft Office and other financial processing systems.
- Facilitating meetings, including agenda setting, minute taking responsibilities and providing updated information during the meeting as required.
- Project officer experience (desirable).
- A high level of understanding about the history and nature of Kokatha's Native Title claims and related cultural considerations.
- Demonstrated commitment to the advancement of the interests of the Kokatha people.
- Experience with Native Title agreements and negotiations, and stakeholder engagement (desirable).
- Sound working knowledge of Kokatha Indigenous Land Use Agreements.
- The ability to effectively advocate for KAC with stakeholders as required.
- Proven strategic planning skills and the ability to write up complex development plans.
- Experience in the development and delivery of training programs.
- Personal qualities of motivation, organisation, and the ability to work efficiently without direct supervision.

Desirable:

- Kokatha heritage.
- Experience in mentoring indigenous employees or youth.

Licences & Clearances:

- Current Driver's Licence.
- Police clearance.