



Kokatha Aboriginal Corporation RNTBC
ABN: 17 649 502 722 ICN: 8093

Position Details

Position Title: KAC Business Development Manager - Northern Water Project

Reports To: General Manager Operations

Employment Status: Full-Time, Fixed Term (12 Months)

Award/Classification: Not Applicable

Location: As required by the Northern Water Project

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.

Role Overview

The KAC Business Development Manager is responsible for leading the identification, development and implementation of business, procurement and economic development opportunities arising from the Northern Water Project.

The role is accountable for driving initiatives that maximise participation by Kokatha businesses and Kokatha people, establishing strategic partnerships, strengthening business capability and delivering measurable commercial, employment, procurement and community outcomes aligned with KAC's strategic objectives.

The position operates with a high degree of autonomy and professional judgement and is expected to deliver outcomes through effective planning, stakeholder engagement, business development, collaboration and strategic leadership. The role acts as a key interface between KAC, Kokatha people, project proponents, contractors, industry stakeholders and government agencies.

1. Reporting Relationships

The KAC Business Development Manager reports directly to the General Manager – Operations. The Northern Water Committee provides strategic and project oversight relating to the Northern Water Project and associated economic development outcomes but is not responsible for the day-to-day supervision, performance management or operational direction of the position.

The position will provide regular updates, reports and recommendations to the Northern Water Committee through the General Manager - Operations to support informed decision-making and project oversight.

2. Authority and Decision-Making

The KAC Business Development Manager is expected to:

- Operate with a high level of autonomy, accountability and professional judgement.
- Independently manage day-to-day business development activities and stakeholder relationships.
- Develop work plans and priorities to achieve agreed project outcomes.
- Identify and progress opportunities without requiring continual management direction.
- Make recommendations regarding business development initiatives, partnerships, procurement opportunities and economic development priorities.
- Escalate significant financial, legal, cultural, strategic, reputational or operational risks to the General Manager – Operations.
- Take ownership of agreed deliverables and performance outcomes.

3. Key Outcomes and Functions

3.1 Strategic Leadership and Accountability

- Lead the development and implementation of KAC's Northern Water Project Business Development Strategy.
- Drive initiatives that maximise business, procurement, employment and economic development outcomes for Kokatha people and businesses.
- Identify, assess and prioritise emerging business, commercial and procurement opportunities associated with the Northern Water Project.
- Provide strategic advice and recommendations to the General Manager - Operations,

Northern Water Committee and Board.

- Monitor project-related opportunities, risks and barriers and implement strategies to maximise outcomes.
- Represent KAC in high-level discussions, negotiations, forums and stakeholder engagements relating to economic development opportunities.
- Develop strategic partnerships that create sustainable and long-term economic benefits for Kokatha people.
- Contribute to KAC's broader economic development objectives and long-term sustainability.

3.2 Business Development

- Act as a key point of contact between KAC, the Northern Water Project Delivery Office and project contractors to support Kokatha economic participation.
- Identify economic opportunities for KAC and its members across forecast workforce needs, work packages and supply chains aligned with Kokatha businesses, enterprises and capabilities.
- Build the capability of KAC entities, Kokatha businesses and members to participate in procurement and contracting opportunities.
- Identify gaps, challenges and barriers experienced by Kokatha businesses and develop strategies to address them.
- Support Kokatha members to establish businesses and access economic opportunities associated with the project.
- Assist Kokatha businesses to identify and pursue funding opportunities and business development programs.
- Facilitate access to government and industry initiatives that support Aboriginal business growth.

3.3 Procurement and Tender Support

- Support Kokatha businesses to develop tendering capability and procurement readiness.
- Assist businesses through prequalification processes and Industry Capability Network (ICN) registration requirements.
- Identify opportunities for Kokatha businesses to participate in project supply chains.
- Provide guidance regarding tender processes, capability statements and business development requirements.
- Support businesses to strengthen governance, compliance and commercial capability.

3.4 Business and Community Engagement

- Engage directly with KAC members to support participation in business and economic development opportunities.
- Build and maintain strong relationships with project proponents, contractors, Aboriginal businesses, industry groups, government agencies and funding organisations.
- Connect Kokatha businesses and members with relevant industry networks, forums, business development programs and partners.
- Develop and deliver information sessions, workshops and engagement activities for Kokatha members and businesses.
- Promote KAC's economic development objectives and business capability to external stakeholders.

3.5 Business Register and Information Management

- Develop and maintain a Kokatha Business Register and business capability database that captures business profiles, services, capabilities and contact information.
- Ensure business information remains current and relevant for project procurement opportunities.
- Support the provision of business capability information to project proponents and contractors where appropriate.

3.6 Communications and Promotional Activities

- Develop promotional, marketing and information materials to support awareness of project opportunities available to Kokatha people and businesses.
- Facilitate communication of project opportunities, procurement requirements and support services.
- Assist with presentations, reports and stakeholder briefings.

3.7 Collaboration

- Work collaboratively with KAC personnel to maximise project-related business, employment and training opportunities.
- Work closely with the Employment and Training Officer to align business development initiatives with workforce development outcomes.
- Support a coordinated approach to economic development across the Corporation.

3.8 Reporting and Governance

- Prepare regular reports for the General Manager – Operations, Northern Water Committee and Board.
- Prepare business cases, briefing papers, proposals and recommendations.
- Maintain accurate records of opportunities, stakeholder engagement activities and project outcomes.
- Monitor and report on progress against agreed KPIs and project deliverables.
- Ensure all activities are undertaken in accordance with KAC policies, governance requirements and strategic objectives.

4. Key Performance Indicators (KPIs)

Performance will be assessed against agreed annual objectives, including:

4.1 Business Development Outcomes

- Number of business and procurement opportunities identified.
- Value and number of opportunities secured for Kokatha businesses and KAC entities.
- Progression of commercial initiatives supporting Kokatha economic participation.

4.2 Kokatha Business Development

- Number of Kokatha businesses registered and maintained within the business database.
- Number of businesses supported through capability-building activities.
- Number of businesses assisted through tendering, prequalification and procurement processes.
- Number of Kokatha members supported to establish or grow business enterprises.

4.3 Stakeholder Engagement

- Development and maintenance of productive stakeholder relationships.
- Delivery of engagement activities, workshops and business development initiatives.
- Responsiveness to stakeholder needs and opportunities.

4.4 Strategic Partnerships

- Establishment of partnerships that create measurable economic outcomes for Kokatha people.
- Successful leverage of industry, government and Aboriginal business development programs.

4.5 Governance and Reporting

- Timely and accurate reporting.
- Achievement of project milestones and deliverables.
- Compliance with KAC governance requirements.

4.6 Economic Outcomes

- Contribution to employment, training and procurement outcomes for Kokatha people.
- Contribution to KAC's broader economic development objectives.

Person Specification

Essential Criteria

- Proven ability to work effectively with Aboriginal people and communities.
- Demonstrated experience in business development and supporting businesses to secure opportunities.
- Strong community engagement, stakeholder management, interpersonal and communication skills.
- Experience building business capability, particularly within infrastructure, resources, construction or government project environments.
- Experience managing procurement and tender processes.
- Experience in financial management, grant funding applications and reporting against funding milestones.
- Demonstrated experience working with stakeholders, government agencies and organisations that support Aboriginal business development.
- Demonstrated cultural competency and ability to work respectfully with Aboriginal communities.
- Experience establishing and managing strategic partnerships.
- Demonstrated ability to work independently and deliver outcomes with minimal supervision.
- Strong strategic thinking, planning and problem-solving skills.
- Proven ability to influence stakeholders and negotiate positive outcomes.
- Demonstrated ability to prepare business cases, strategic reports and recommendations for senior management, committees and boards.
- Ability to identify, evaluate and progress commercial and economic development opportunities.

Desirable Criteria

- Qualification in Business, Commerce, Economic Development, Project Management or a related discipline.
- Experience working with Aboriginal corporations, native title organisations or community-controlled organisations.
- Knowledge of government procurement frameworks and Aboriginal participation policies.
- Experience working on major infrastructure, resources, water, energy or construction projects.
- Knowledge of Indigenous procurement policies and Aboriginal business participation programs.

Mandatory Requirements

- Current C Class Driver's Licence.
- National Police Clearance (or ability to obtain).
- Ability to undertake regular regional and remote travel.
- Right to work in Australia.