# APPLICATION PACK

*Guidelines for candidates applying for the role of*
*Mapoon Manager (Part-Time)*

OMAC
OLD MAPOON
ABORIGINAL CORPORATION

All enquires and applications relating to this role should be addressed to:

**Kate Peisker**
Email: info@omac.net.au
Phone: 0499 377 805

## ABOUT THE ROLE

Old Mapoon Aboriginal Corporation (OMAC) aims to ensure the Aboriginal people from Mapoon and surrounding areas have access to their country, to share their culture with future generations and to ensure that their country is protected. OMAC was formed in 2012 and are currently trustees of over 175,400 hectares of land around Mapoon.

The Mapoon Manager workers with the EO and plays an important role providing professional communication and engagement with stakeholders, partners and the broader community. The Mapoon Manager is responsible for assisting with procurement, human resources, training, meetings, record management, and ensuring WHS requirements are adhered to at all times, in support of overall organisational success.

## CONDITIONS OF EMPLOYMENT

| Location | Working from home (located within the Mapoon region) |
|---|---|
| **Reports To** | Board of Directors |
| **Direct Reports** | Nil |
| **Salary Range** | $35,000 - $40,000.00 |
| **Type of Employment** | Part-time |
| **Hours** | Average of 16 to 20 hours per week |

## SUMMARY OF DUTIES

1. Receive and respond to letters, emails, phone calls, etc. on behalf of OMAC in a timely manner
2. Organise and prepare documentation for Management and Directors' meetings
3. Book venues and arrange travel and accommodation for Management and Directors' meetings
4. Record minutes of meetings, actions and resolutions
5. Distribute relevant information to Directors and monitor / record and follow up as required
6. Follow up with Management and Directors to ensure action items determined in meetings are completed by persons responsible within the agreed time frames
7. Assist with facilitating OMAC employee involvement in projects
8. Assist and support attendance by Directors at training courses
9. Purchase agreed items and services using OMAC funding as requested by the Board of Directors
10. Assist with report preparation and processing reimbursements
11. Assist with maintaining various records for OMAC
12. Assist with the preparation and distribution of recruitment documents and advertising as well as new employee recruitment processes
13. Assist with required employees training relevant to specific roles
14. Monitor employee timesheets and investigate discrepancies

## KEY SELECTION CRITERIA

Essential:
1. Previous experience in Administration
2. Ability to coordinate meetings and travel arrangements
3. Ability to maintain asset and training registers
4. Good computer skills and the ability to utilise applications including MS Word, MS Excel, MS PowerPoint, and databases
5. Excellent interpersonal skills and ability to communicate effectively with all stakeholder groups
6. Excellent teamwork skills and ability to also work with minimal/no supervision
7. Ability to work from home with good phone reception
8. Well-presented, positive attitude, strong work ethic and a strong willingness to learn
9. Current 'C' Class Driver's Licence
10. Current QLD Working with Children Blue Card

Desirable:
11. Training and qualifications in Administration or willingness to obtain
12. Willingness to undertake some travel involving overnight stays

## APPLICATION PROCESS

OMAC is an equal employment opportunity employer and applies merit-based selection techniques to ensure that the best person for the position is selected. Aboriginal people particularly concerned with the Mapoon Lands are strongly encouraged to apply for vacant positions.

This information is provided to assist applicants in preparing an application for the role of Administration Assistant.

**Your Application**

1. **Covering Letter including Selection Criteria Responses**

   - Provide a covering letter to briefly introduce yourself

   - Ensure that your details including your full name, address and telephone contact numbers are clearly displayed on the front page

   - Short listing for interviews is based on how well your knowledge, skills and abilities meet the selection criteria.

   - You must address each selection criteria detailed above (applicants that do not respond to the selection criteria will automatically be ineligible for interview). The most effective way to set out your statement is to list each selection criteria and explain clearly under each one how you meet it.

   - Please provide specific details when addressing each criterion including your abilities, qualifications, experience and previous performance and standard of work you achieved – include examples, dates and other helpful details.

**2. Resume / Curriculum Vitae**

- Your resume should be clear and brief containing your contact details (full name, address and contact telephone numbers) and a summary of your work history – including where you have worked, positions held, period of employment and brief outline of duties performed.

- Include copies of major relevant qualifications if any

- **Provide Two Work Related Referees** (preferably direct line managers)
    o Include contact details for two work-related referees to provide comments on your suitability for the position.
    o Please ensure that your referees know you are applying for the position.

    Please do not send original documents with your application (e.g. certificates or references)

## Closing Date and Submission Details

- The closing date for applications is close of business **31st August 2023**

- Applications may be sent electronically to **Kate Peisker** at info@omac.net.au    If you require assistance or facilities to scan your resume please advise and we can offer support.

# RECRUITMENT & SELECTION PROCESS

- Applications will be acknowledged by email. Please allow up to 2 weeks from the position closing date for your acknowledgement email to be issued.

- Applicants selected for interview will be contacted by email or telephone.  Please allow up to 3 weeks from the position closing date to receive notification of your short listing status.

- Reference checking will be undertaken following interviews for those applicant/s being seriously considered for the position.

- All unsuccessful applicants will be notified of the outcome of the process via email