



South Australian Native Title Services

Position Description

<p>Position Title: Economic Development Officer <i>Senior level may be appointed commensurate with experience</i></p>	<p>Level: NTS4.1-6.3 (<i>Senior level appointed commensurate with experience</i>) Initially offered as 12 month contract</p>	<p>Division: Community and Corporate Development</p>	
<p>Reports To: Manager Community & Corporate Development</p>		<p>Direct Reports: 0</p>	
<p>Primary Objective:</p>			
<p>South Australian Native Title Services (SANTS) is a company limited by guarantee and established under s203FE(1) of the <i>Native Title Act 1993</i> (Cth) to be the Native Title Service Provider (NTSP) for South Australia to carry out all the functions of a representative body as set out in S203B of the Act. SANTS works co-operatively with a range of other native title providers, corporate bodies, clients and employees to deliver the SANTS Strategic Plan.</p> <p>The Economic Development Officer works in the Community & Corporate Development team to provide professional services to SANTS' clients, particularly post-determination native title corporations or PBCs (Prescribed Body Corporates). The role is focused on working with native title corporations through a developmental approach to facilitate and enhance wealth generation activities including developing and operating enterprises and making strategic investments. The Economic Development Officer will bring commercial and economic development expertise and advice to the negotiation and implementation of native title agreements, strategic planning, business development and management, community development projects and partnerships, employment and training initiatives and financial and investment management. As a member of the Community & Corporate Development team, the Economic Development Officer will make important contributions to implementing the goals and strategic approaches outlined in the SANTS Strategic Plan.</p> <p>All positions within South Australian Native Title Services (SANTS) are dependent upon continued funding from the Australian Government. Given the sensitivity of the work of SANTS we are obliged to undertake a background check of applicants. In applying for the position, approval is given for SANTS to undertake necessary investigations satisfying employment, financial and criminal records checks.</p> <p>Key Objectives include:</p> <ol style="list-style-type: none"> I. Work with native title corporations to identify and realise their economic and wealth creation aspirations. through provision of research, support and advice; II. Develop and deliver strategic program initiatives and approaches to support and strengthen native title corporation outcomes in economic development and wealth creation; III. Provide economic and commercial expertise and advice to the negotiation and implementation of native title agreements, strategic planning, business development and management, community development projects and partnerships, employment and training and financial and investment management. IV. Work as part of the Corporate and Community Development team and across SANTS in providing services and in delivering the strategic objectives of SANTS. V. Work with the Corporate and Community Development Manager to undertake research and provide policy and strategy advice, particularly in the post determination 			
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<p>Approved By: Chief Executive Officer</p>	<p>Date of Issue: FINAL</p>	<p>Position Description Number: CCDD</p>	<p>Page 1 of 5</p>

context.		
Position Dimension and Decision Making Authority:		Key Communication Contacts:
Without referral to the Manager Community & Corporate Development: <ul style="list-style-type: none"> The provision of non-legal advice (in line with expertise) Management of own workload Operational expenditure within approved budget After Consultation with the Manager Community & Corporate Development: <ul style="list-style-type: none"> Establish work program priorities Advice to SANTS Organisation Providing information on SANTS/client initiatives to external parties Referred to Manager Community & Corporate Development: <ul style="list-style-type: none"> Capital expenditure Supplier management 	Contact/Organisation	Purpose/Frequency of Contact
	Manager Community & Corporate Development	Daily/Weekly <ul style="list-style-type: none"> Direction and achievement of all accountabilities and objectives for Community & Corporate Development. Accountable for all position deliverables
	Senior Managers	Weekly <ul style="list-style-type: none"> To provide assistance.
	Staff	Daily /Weekly <ul style="list-style-type: none"> To work as part of SANTS Team.
	Clients and External Bodies	As Required <ul style="list-style-type: none"> To provide assistance To facilitate services (and partnerships) To comply with contracts

Key Accountabilities:		
Key Result Area	Duties may include but are not limited to;	Performance Measures:
Corporate and Community Development Services	Establish and maintain effective and positive relationships with our clients, in particular PBCs. Receive and respond to client enquiries and instructions. Maintain up-to-date knowledge of the Indigenous business sector including policy environment. Identify and undertake research and project initiatives which add value to native title outcomes in the areas of economic development and wealth creation. Deliver services and provide advice to native title clients on economic development and wealth creation initiatives including regarding business identification, evaluation, development and establishment.	Demonstrated outcomes. Client satisfaction.

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	<p>Work with native title clients to build economic and business capability including through:</p> <ul style="list-style-type: none"> • Facilitating the development and implementation of strategic and business plans; • Developing corporate policies to support good governance and operational/business management; • Supporting the implementation native title agreements; • Enabling network and partnership opportunities to deliver client outcomes; • Delivering and facilitating training and professional development to native title corporations. <p>Contribute to policy and strategic advice to SANTS. Contribute to the engagement and supervision of consultants. Establish and maintain relevant networks and partnerships to support delivery of services and meet client objectives. Work as necessary across SANTS to deliver services. Implement effective project management for all services. Identify funding opportunities and prepare project and funding submissions. Manage project activities and services in accordance with approved budgets and SANTS policies and procedures. Utilise SANTS records management system to maintain accurate records for SANTS and clients.</p>	
<p>Advice and Research specific to Native Title</p>	<p>Provide economic and business development research, policy and strategy and advice to clients, particularly in relation to corporate development in the post-determination context.</p> <p>Contribute toward research, development, planning and coordination of initiatives to further the delivery of economic development and wealth creation initiatives.</p> <p>Contribute to advice and briefs to support SANTS and clients to develop and deliver economic development outcomes.</p> <p>Contribute to initiatives to further the delivery of organisational and project objectives consistent with the goals of the SANTS Strategic Plan and the Community & Corporate Development team.</p> <p>Liaise and consult with SANTS staff and others as necessary to meet</p>	<p>Achievement of project objectives. Performance reporting.</p>

	<p>project, team and organisational requirements and objectives.</p> <p>Engage and work with external partners and consultants as required</p>	
Team Membership	<p>Actively participate in and contribute to the realisation of a positive work environment.</p> <p>Participate in the Performance Management process at SANTS.</p> <p>Actively contribute to team's activities and outputs and take a shared responsibility for the achievement of team outcomes.</p> <p>Contribute to the Corporate and Community Development team and work collaboratively and cooperatively with other SANTS teams</p> <p>Actively participate in SANTS internal forums, staff meetings and other relevant activities.</p> <p>Generate solutions through team commitment.</p> <p>Share expertise and actively participate in decision making, where appropriate.</p>	Participation in Performance Management system and development opportunities.
Workplace, Health and Safety	<p>Take reasonable care for own safety and others in the workplace.</p> <p>Participate in Risk Management and the identification and assessment of hazards and risks in work areas.</p> <p>Support Workplace Health and Safety initiatives, including compliance with WHS Policies and Procedures and systems.</p> <p>Report any unsafe situations, hazards or incidents to their direct supervisor</p>	<p>Knowledge of Workplace, Health and Safety.</p> <p>Annual training.</p> <p>Risk management compliance.</p>
Equal Employment Opportunity	<p>A commitment to the principles of equal opportunity, diversity and mutual respect for SANTS clients, employees and our business.</p>	Knowledge of EEO
SANTS Specific	<p>Some inter and intrastate travel may be required dependent on client needs.</p> <p>Due to the not for profit nature of our work, employees may be required at times to provide support to other parts of the SANTS business (within the context of their skills and capabilities) in order to provide the best service possible to our clients.</p> <p>An interest in indigenous cultures and working in partnership in the field of Native Title is an important element of all roles at SANTS.</p> <p>Any other duties as required within the context of skill set.</p>	N/A

Key Challenges	Qualifications and Experience	Core Competencies
<ul style="list-style-type: none"> Balancing competing priorities. Constrained budgetary environment. 	<ul style="list-style-type: none"> Tertiary Qualifications in a relevant area such as business, finance, economic development and corporate governance, or equivalent relevant experience (of 4+ years). Demonstrated knowledge and understanding of Indigenous Australians including in native title and community aspirations and needs. Ability to work effectively with Indigenous Australians in corporate and community settings. High level of business acumen and demonstrated experience in applying professional knowledge and skills within Indigenous business sector. Experience in developing and implementing strategic and business plans, developing businesses and facilitating investment and wealth creation strategies. Experience in establishing networks, brokering solutions and building relationships and partnerships to drive outcomes. Excellent organisational, administrative and project management skills to achieve goals and work independently and with others. Good written and oral communication skills including in cross-cultural and cross-sector environments. Ability to lead and facilitate meetings, workshops and group discussions including in business and/or community planning context. A current South Australian Driver's Licence 	<ul style="list-style-type: none"> An ability and willingness to travel and work in remote locations from time to time is an essential requirement of this position. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands Strong time management and organisational skills. Good interpersonal skills and the ability to establish and maintain positive and constructive relationships and consult, negotiate and work with a range of stakeholders through a partnership approach. Personal drive and integrity, self-starter, results orientated and disposition for working in and with teams.

Acceptance:		
<p>I understand and agree that this Position Description gives a general outline of the duties and that from time to time, it may be necessary for SANTS to amend the position requirements in response to the changing nature of the work environment (in accordance with SANTS Policies and Procedures and the SANTS Enterprise Agreement). I acknowledge that I have been given reasonable time to read and consider this Position Description and confirm that I understand and agree to perform the duties in this Position Description.</p>		
<p>Name:</p> <p>_____</p>	<p>Signature:</p> <p>_____</p>	<p>Date:</p> <p>_____</p>