

**POSITION DESCRIPTION**

**This is an identified position under section 25 of the Anti-Discrimination Act 1991**

POSITION TITLE:	Employment Consultant
DIVISION / SECTION:	CDP
SUPERVISOR:	Manager Community Services
STATUS (FTE):	1.0
DIRECT REPORTS:	0

**ABOUT BAWINANGA ABORIGINAL CORPORATION: (BAC)**

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Bábbarra Women's Centre, Bawinanga Rangers, Barlmarrk Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifeways of our people on land and sea in order to preserve and grow culture and language.

BAC is a values-based organisation with an emphasis on: Trust, Respect, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

**PURPOSE OF THE POSITION**

**This position is to service and assist our jobseekers to find sustainable employment outcomes through developing a Compliant Job Plan and referral to WFD activities.**

**POSITION RESPONSIBILITIES:**

**Key Accountabilities**

1. Work effectively in a team environment
2. Adhere to the Workplace Health and Safety regulatory requirements
3. Identify continuous improvement opportunities
4. Develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
5. Ensure communications are appropriate to BAC Employees, Communities, Stakeholders and partner organisations.
6. Any other duties requested by your supervisor which are within your capabilities.

**SELECTION CRITERIA:**

**Essential:**

1. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.

**Desirable:**

1. Experience working for a community development or not-for-profit organisation.

**Approval:**

Ingrid Stonhill  
Chief Executive Officer, BAC

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Signature

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Date