



Expression of Interest

**Dali-munka-ra Punu
(Caring For Country)**

Project Officer

Closing Date: 10.11.2023



Kullilli Bulloo River Aboriginal Corporation (KBRAC) are now inviting Expressions of Interest from direct Kullilli descendants to apply for the Dali munka ra Punu Project Officer role.

We are looking to appoint a dedicated and motivated Kullilli person to join our soon to be created caring for country team.



PURPOSE

The Kullilli Bulloo River Aboriginal Corporation RNTBC (KBRAC) are seeking expressions of interest from eligible Kullilli people who are interested in applying for the Dali-munka-ra Punu (Caring for Country) Project Officer position.

This is an Identified position that is offered under contract for 12-month term under the Dali-munka-ra Punu Looking After Country Grant Program.

All interested Kullilli people should read the information provided about the Position Description below to understand the scope and nature of this role.

All Applicants should address and apply your skills, knowledge and experience to the Key Responsibilities and Essential Skills and Experience detailed in the position description below.

Please ensure to complete all sections of the application before you submit it.

BACKGROUND

KBRAC represents our people in native title and cultural heritage matters, managing our rights and interests on behalf of Kullilli people.

KBRAC's role is to negotiate and manage access to and use of country to ensure the continuity of our connection and cultural heritage to support the overall health, wellbeing and prosperity of our lands and people.

Our goal is to create pathways and opportunities for Kullilli people to lay the groundwork for a sustainable and thriving Kullilli nation now and for our future generations.

KBRAC successfully applied for grant funds under the Looking After Country Grant Program from the Department of Environment and Science to develop the '**Kullilli Dali-munka-ra Punu (Caring for Country) 10-year plan**'.

The grant will allow us to establish a Kullilli Advisory Group and employ a dedicated project officer to support to the Committee.



Position Description

Dali-Munka-Ra Project Officer

The Dali-Munka-Ra Project Officer will be responsible for providing administrative and secretariat support to the Kullilli Advisory Group to prepare and plan for the development of the Dali-Munka-Ra Punu (Caring for Country) 10-year Plan.

Your role will provide support for the Kullilli Advisory Group to obtain and distribute information, receive feedback, organise meetings (in-person and virtual), organise travel arrangements and be the first point of contact within the corporation and with external stakeholders and other identified professional services.

Key Responsibilities

To provide administrative and secretariat support to the Kullilli Advisory Group, such as:

- a) Filing and maintenance of Advisory Group admin, planning and financial expenditure records.
- b) Be the first point of contact for the Advisory Group with external stakeholders, and other identified professional service providers.
- c) Direct communications to appropriate Advisory Group members and KBRAC office holders as required.
- d) Organise meeting rooms and travel logistics for the Advisory Group.
- e) Draft correspondence letters, emails, newsletters, etc.
- f) Prepare and maintain documents for Meetings and Presentations.
- g) Maintain positive and professional client relationships.
- h) Other duties as required.



Essential Skills and Experience:

1. Demonstrated experience working autonomously in an Office environment.
2. Demonstrated ability, including good organisational and time management skills to effectively undertake administrative tasks for meeting and reporting purposes.
3. Good interpersonal skills with sound ability to communicate effectively.
4. Proficient in computer and internet skills, including Microsoft Suite (office, excel, outlook), email and internet.
5. Appropriate level of health and fitness to meet the rigours of remote field work including driving long distances, aid and guide 4WD vehicle, change tyres, and lifting up to 20kg as necessary.
6. Ability to travel and stay in Thargomindah for the duration of survey works period.

Applicants should address and apply your skills, knowledge and experience to the Key Responsibilities and Essential Skills and Experience detailed above.

RENUMERATION

Position title:	Dali-Munka-Ra Punu Project Officer
Employment type:	Part-Time – 12-month Contract (15 hours per week)
Industrial instrument:	Social, Community, Home Care and Disability Services Industry Award 2010
Salary:	\$34.04 per hour - Level 3 Pay point 1
Reports to:	PBC Coordinator and Kullilli Advisory Group
Location:	Caboolture (with travel to Thargomindah)



HOW TO APPLY

To apply for this position please complete this form and attach a copy of your cover letter and resume. This is an online editable PDF form that can be completed and lodged electronically. If you have any issues lodging the form, please send the completed application via email to: admin@kullilli.com.au

Eligibility

Are you a Kullilli Descendent? Yes No (if NO, you are not eligible)

Are you aged over 18 years? Yes No (if NO, you are not eligible)

Please select the name of your Kullilli Apical Ancestor(s):

- | | | | |
|--|---|---|---|
| (i) Joe Barney | (ii) Neba Brighton | (iii) Daisy (spouse Harry Pilot); | (iv) 'Gnadollie' Hekel |
| (v) Ida (spouse Peter Williams, Buckley) | (vi) 'Mary Ann' Jinne (spouse William Conlan) | (vii) Mary (Spouse Harry Barney) | (viii) Mary (spouses Chinese, Dick Richards, and Alexander Brierty) |
| (ix) 'Ippi' Mary (Bob Gray) | (x) Mary-Ann (Billy Phillips) | (xi) 'Miria' Maryann (Alick, Charlie Turner, Jack Williams) | (xii) 'Munga' Maryann |
| (xiii) Jeanie 'Jinnie' Mossman and Charlie Fitzroy | (xiv) Dick 'Gunta' Richards | (xv) 'Kullilli' Rosie and her husband | (xvi) 'Curra' Jack Thompson |
| (xvii) Tiger 'Bunda' | (xviii) Tilby and 'Djogo' Hugo | (xix) Tinda and Lollipop | (xx) Toby and Topsy |
| (xxi) Jack 'Norley' Wallace | (xxii) Monitor Wallace | (xxiii) Willico | (xxiv) Harry Willis |
| (xxv) Harry Willy-Boy | (xxvi) Monday Willoughby | (xxvii) Harry Barney | (xxviii) Annie Bulloo |
| (xxix) Jack Bulloo | (xxx) Charlie Copra | (xxxi) Maggie | (xxxii) Trella/Tarella (and her son Albert Hagan). |



Personal Details

Name

Date of Birth

Contact Number

Email

Residential Address

How did you hear about this Opportunity?

Experience and Employment

What is the highest level of education you have completed?

Are you currently employed?

Yes

No

Tell us about your previous work, voluntary and/or other direct experience?



Experience and Employment

Tell us why you are interested in joining the Advisory Committee?

Attachments

To complete your application please upload the following documents:

1. A copy of your cover letter here:

(Your cover letter should address and apply your skills, knowledge and experience to the Key Responsibilities and Essential Skills and Experience)

2. A copy of your resume here:

Questions and Contacts

If you have any questions about completing this expression of interest form or would like to know more about the role please contact via email at admin@kullilli.com.au

Please ensure to save this completed form and submit together with your resume and cover letter via email at admin@kullilli.com.au

Submit Form



