

# **KPCA Aboriginal Pastoral Academy Coordinator**

## **Position Description and Conditions**

**25 March, 2022**

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## 1. Overview

The Kimberley Pilbara Cattlemens' Association (KPCA) is seeking an experienced and qualified individual to fill the position of *Aboriginal Pastoral Academy (APA) Coordinator*.

In 2022, the KPCA is embarking on an exciting partnership with Aboriginal training organisations, schools, pastoral businesses and the Department of Primary Industries and Regional Development (DPIRD) to expand pathways into employment in the pastoral industry for Aboriginal people. Currently we are working closely with Nyamba Buru Yawuru (NBY) and their Roebuck station pastoral traineeship to place graduates on Kimberley stations. In the future we expect this pilot collaboration to expand to integrate other training providers, including school-based pastoral training providers and additional stations in both the Kimberley and Pilbara. The provisional name for this developing set of partnerships is the *Aboriginal Pastoral Academy*.

The APA is currently overseen by a committee of stakeholders led by the KPCA. This committee is provisionally referred to as the Pastoral Workforce Development Committee (PWDC). The PWDC includes the KPCA, representatives from NBY and DPIRD and a number of specialist advisors. We expect the PWDC to expand in 2022 to include representation from a school or the Department of Education.

## 2. The Role

The APA Coordinator will work closely with potential host stations to connect and coordinate training providers and training graduates with employers. Driving the program, the incumbent will be responsible for defining processes and systems, as well as providing support to the host stations to improve their ability to accommodate trainees into a safe, professional and empowering work environment. This role also includes building strategic, symbiotic relationships with key stakeholders, including government, industry, business, job active/CDP providers, schools and community service providers.

The successful applicant will know how to manage up, work collaboratively across multiple organisations and take an agile, strength-based approach to problem solving.

Duties of the APA Coordinator will include:

1. Supports pastoral stations to improve their governance, including procedures and standards, leadership skills and workforce practices, to create a diverse workforce that includes, and effectively retains, Aboriginal people.
2. Engages with, supports and coordinates Host Station and APA partners involvement throughout the program, including the coordination of recruitment processes and the provision of selection advice.
3. Oversees the transition of training Graduates to station placements, including ensuring Graduates are properly equipped and suitable on-boarding and mentor supports are in place.
4. Convenes and provides executive support to the PWDC Committee, including preparing agendas, writing minutes and recording and following up actions.
  - a. This may also include developing partnerships with key Aboriginal leaders and Pastoral Industry Leaders to provide advice to the PWDC to support young industry entrants.

- b. Preparing and submitting grant and funding applications on behalf of the PWDC, as required.
  - c. Working with the PWDC to explore opportunities for the growth and expansion of the APA beyond the life of this project.
5. Coordinates program promotion and engages with stakeholders such as schools, job active/CDP providers, training providers, industry and government, as well as the broader regional community, to increase the visibility and engagement of the PWDC and APA program.
6. Develops and maintains systems to monitor the capability and performance of Host Stations in relation to the program.
7. Develops and maintains systems to track the progress of training Graduates in partnership with NBY.
8. Collaboratively develops, implements, and hosts networking events for Host Stations' staff.
9. Project management duties associated with funding from DPIRD, including but not limited to Quarterly reporting (Milestones, budget, expenditure).

### **3. Criteria**

#### **Essential Requirements**

- Sound program management experience including budget management, milestone monitoring and reporting.
- Strong written, verbal and interpersonal communication skills, with the ability to negotiate, facilitate and support partnerships between stakeholders.
- Experience working in the pastoral industry and an understanding of life on pastoral stations.
- Knowledge and experience working with Aboriginal people with a focus on youth and/or training and development.
- Well-developed computer skills, including considerable experience using Word, Excel for budgeting purposes, email programs and internet browsers.

#### **Desirable Requirements**

- Experience providing executive support to a Board/Committee, including minute prep etc
- An understanding of the social, cultural and economic context of the Kimberley and Pilbara regions.
- Experience preparing grant applications and/or leveraging funding from private enterprise.

### **4. Accountability**

- The role is based in Broome and answers directly to the CEO of the KPCA.
- The role is supported by the members of the PWDC, who can provide advice and support to the incumbent.
- This role does not have supervisory responsibilities.

### **5. Conditions**

- The position is funded for 3 years from May 2022 and is based in Broome, Western Australia.
- The annual salary is in the vicinity of \$120,000 per annum plus standard superannuation contributions, dependent upon experience.
- The role is equipped with a vehicle, computer, mobile phone (or support for use of personal phone) and office.
- The vehicle is predominantly for business purposes, however some private use may be allowable at the discretion of the CEO.
- Four weeks paid annual leave per annum.

There are no relocation costs available; and the role has no rental, housing or air-conditioning support or allowances.

## **6. Applications**

Applications open Monday 28 March 2022.  
Applications close Tuesday 12 April 2022.

Address your applications to

Mrs Liz Campion,  
KPCA  
Po Box 3727  
Broome WA 6725

Or via email to:  
[admin@kpca.net.au](mailto:admin@kpca.net.au)

Applications should include:

- Your Resume
- A cover letter addressing the Essential Requirements for the role, listed at Section 2 (three page maximum)