



Project Officer | Kinaway Chamber of Commerce

07 Feb 2024

Kinaway is the leading Victorian organisation dedicated to supporting Victorian Aboriginal and Torres Strait Islander business owners. Our focus is on changing Aboriginal and Torres Strait Islander people's lives through a strength-based model of business ownership, participation in the Victorian economy and creating an employment pathway for the Indigenous community.

Kinaway has been established to grow the capacity of the Victorian First Nations business sector, entrepreneurs and business leadership. The Directors of the Board are all First Nations business owners, whose vision is to increase the economic participation of our businesses in growing our own economies and to promote the value of our businesses in the contribution we make to the Victorian economy. This is an exciting opportunity to work with Kinaway, our members and partners to increase economic opportunities available to First Nation owned Businesses, to lead their own businesses and participates in Victoria's economy.

About the Position

The Project Officer will collaborate with the Lead Project Manager in formulating strategies, establishing systems, and overseeing the entire management process of Kinaway. Additionally, the Project Officer will assume responsibility for various administrative tasks and assignments as directed by the Lead Project Manager. Working closely with the Kinaway team, this role will involve planning, resource delegation, coordination of project requirement, reporting, scheduling, risk management, stakeholder engagement, and project communication.

Full-time 12 months contract with possible extension | 38 Hour Week | Modern South Melbourne Office | Fun & Vibrant Team | Ideally the applicant is 'Identified', however, all other 'non-identified' applicants are welcomed to apply as well | Salary Range between \$85,000.00 – \$90,000.00 + super

Key Responsibilities

Project management: Creates project plans with clearly defined objectives and detailed action steps to achieve them; maintains regular communication with and provides support to both project and creative services team members; proactively anticipates and manages potential and emerging issues to ensure the successful achievement of project objectives.

Problem solving: Gathers pertinent information for problem resolution by thoroughly investigating and probing for causes; collaborates with stakeholders; examines issues from various angles and derives well-founded conclusions from the available information; recognises and suggests viable solutions to challenges.

Written communication: Prepare emails, reports, drafts, letter of correspondence using clear, concise, and grammatically correct language; ensures written communications contain necessary information to achieve their purpose; uses appropriate style and formats. Edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience expectations.

Self-management: Seeks input on personal conduct and its effects, incorporating newfound self-awareness to develop a more comprehensive understanding of behaviour and its impact on others. Recognises intense emotional responses and actively explores strategies for improved emotional management.

The successful candidate will be able to demonstrate:

High level project and contract management skills

- Ability to manage program performance against objectives and targets
- Ability to develop effective working relationships with a wide range of stakeholders
- High level communication skills
- Understanding of the impacting issues on the Victorian Aboriginal business sector
- Experience in managing complex projects from planning, strategic implementation, reporting and evaluation
- The ability to co-ordinate projects ensuring compliance with Kinaway processes and protocols including procurement, budgeting, marketing and risk management.

Please provide your most current CV, and a cover letter addressing points where you have relevant experience and/or aspirations to grow.

To apply, please visit www.kinaway.com.au/careers, and complete the form at the bottom of the page or click [here](#).