



Australian Government



Executive Officer

As the Executive Officer, you will be the maestro/maestra of all Board and Executive level agendas and manage strategic information flows for the Office of the CEO. Reporting to the CEO, this role is the cornerstone to delivering optimal alignment of key strategic objectives and corporate priorities of Creative Australia.

For more information, please visit our careers page at <https://creative.gov.au/about-us/careers/>

Applications close on 27 February 2025 at 2pm.



Australian Government

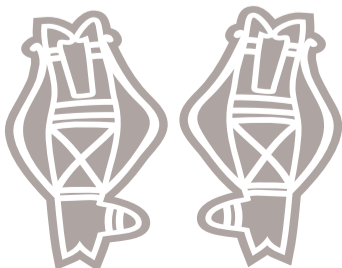


Disability Programs Manager

The Australian government's Arts and Disability Associated Plan (ADAP) is a plan to make life better for people with disability. This Plan is about what we can do to make arts and culture more equitable, accessible and inclusive for d/Deaf and disabled artists, arts workers and audiences. This role is a chance to drive change and deliver arts and disability projects and initiatives that can improve the lives of people with disability. You will support stakeholders to deliver projects and initiatives that reflect our commitment to arts and disability under the ADAP.

For more information, please visit our careers page at <https://creative.gov.au/about-us/careers/>

Applications close on 5 March 2025 at 2pm.



General Practitioner

Posted: 24/01/2025

Job Type: Full Time - 37.5 hours per week, negotiable

Location: Mount Gambier, South Australia

Pangula Mannamurna Aboriginal Corporation is a Community Controlled Health Organisation located in Mount Gambier that provides comprehensive primary health care services to the Aboriginal and Torres Strait Islander communities across the Limestone Coast.

Pangula Mannamurna Aboriginal Corporation is committed to the safety of children and young people, working within community to provide services so they feel safe, included and strong in culture.

About the Role

We are looking for a motivated General Practitioner who is dedicated to, and passionate about, providing high quality, culturally sound health care within the Aboriginal and Torres Strait Islander community. As a key member of the Pangula Mannamurna Aboriginal Corporation you will be working closely with the clinic team as well as providing a comprehensive client experience. You will play an integral role in ensuring clinical care is in line with national standards and fostering a culture focused on providing comprehensive client service. This is a full time position, based at the Mount Gambier clinic, with part time applications also considered.

What is Expected of You

Provision of high quality clinical services to our clients in line with best practice standards.

Demonstrate commitment to the process of continuous quality improvement as an integrated aspect of service development and delivery.

Strong knowledge and ability to optimise referral pathways to specialist and allied health services for clients, both locally, as well as inter and intra state. Work collaboratively with the Clinical Services Manager and clinic team to anticipate and identify opportunities for expansion to better serve clients and community.

Prevention of illness and chronic disease through screening, immunisation and health education.

About our Clinic

Up to 18 client appointments per day

General appointment time of 20 minutes per client

Allocated administration time during the work day

Opening hours 9am to 5pm, Monday to Friday

No on call or weekend work

Dedicated 30 minute lunch break

Professional Development opportunities included within work hours

About You

Essentials

Vocational Registration

Unconditional AHPRA registration

Sound understanding of systems and processes required to sustain a high standard of clinical quality and safety

Committed to the principles and practice of Aboriginal Community Control and to improving the long term health and well-being of Aboriginal and Torres Strait Islander families and communities

Effective communication skills – written, verbal and interpersonal

Ability to problem solve

Excellent time management and organisational skills

Ability to work autonomously

Full Unrestricted Driver's Licence

Current DHS Working with Children Check

Current Nationally Coordinated Criminal History Check

Desirable

Previous experience working with Aboriginal and Torres Strait Islander people and communities

What we offer

Pangula Mannamurna Aboriginal Corporation values the contributions of all staff and is committed to providing an inclusive workplace where everyone feels accepted, included and welcomed.

Benefits

Competitive salary

Salary Sacrifice options

Four weeks of annual leave per year

Additional paid leave for 2 week Christmas closure

Additional 1 day paid Birthday Leave

Where Are We?

Pangula Mannamurna Aboriginal Corporation is located in Mount Gambier, nestled half-way between two major cities: Melbourne and Adelaide. Situated in the south-eastern corner of SA, surrounded by some of South Australia's best coastline with access to safe beaches, excellent recreational fishing, sailing and surf and outstanding National Parks. The region offers a work-life balance like no other, with both a relaxed and affordable lifestyle.

If you are interested in this position and require a Job and Person Specification, please contact:

Narelle Winterfield on (08) 8724 7270

or email clinicmanager@pangula.org.au with a current resume and cover letter

Applications close 3rd March 2025 at 5pm



BUS DRIVER - Identified Position



About the opportunity

CDC NSW has bus driver positions open for Aboriginal and/or Torres Strait Islander applicants at bus depots located at Mount Kuring-Gai and Terrey Hills. As part of our Reconciliation Action Plan, CDC NSW is committed to improving employment outcomes for Aboriginal and/or Torres Strait Islander peoples.

Why CDC NSW

CDC NSW is the largest private bus operator in NSW. Our reputation is built on a proven record of delivering safe, reliable, and timely connections that help people get where they need to be.

Our people are our greatest asset. We take pride in serving our community, and our culture supports individual needs. We are a down-to-earth business that prioritises authenticity over corporate formalities.

CDC is an Equal Employment Opportunity (EEO) employer committed to attracting and developing a diverse workforce that reflects the communities we serve.

It's more than driving, it's about serving others, one interaction at a time and making a big impact on the places we call home.

What we offer

We offer industry leading rates and conditions. Our people say the best thing about the job, is the stable industry, inclusive culture, autonomy and independence when driving and working close to home.

- Hourly rate; \$32.71 per hour (weekday), and potential earning of \$90k per year including overtime and weekend shifts.
- Free OPAL card to be used on any public transport in NSW.
- Driver Licence upgrades
- Comprehensive training and development program.
- Supportive inclusive and culturally safe team.
- Career advancement opportunities.
- Novated lease options for a new car.
- Discount gym membership.
- Discounted health insurance.
- Access to hundreds of savings including your weekly groceries.

About you

If you are a team player, care about your community and prioritise safety then CDC NSW is the place for you. As a Driver you will need a positive attitude, good communication skills and value customer service. Training, uniforms, and other bus driving opportunities such as private charters and special events will be provided to the right candidate.

All you need is a good current driving record

How it works

- Apply online via our careers website: CDC NSW Careers | LiveHire
- We will review your application
- If it suits what we are looking for, our friendly team will call you to ask some questions
- You might be asked to share or obtain more licenses/checks
- Face to face interview with hiring manager
- If successful. We will proceed to checks, including a police check, right to work check and medical assessment (you must be willing to proceed with these)
- Contract offer

For specific job related information: Please contact us at jobs@cdcbus.com.au or 1300 533 709

More about us

CDC NSW parent company is ComfortDelGro Corporation Australia (CDC) who are one of the largest global land transport companies. ComfortDelGro Corporation Australia (CDC) operates in seven countries with over 24,300 employees and serves more than 2 million commuters daily.

Are you interested in joining CDC NSW? Please visit www.livehire.com/join/cdcbus/sig to join our Talent Community

ComfortDelGro Corporation Australia (CDC) acknowledges the Traditional Custodians throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations people, their culture and to Elders past and present.



Artwork: Luke Penrith, Connecting to Country and People, 2022 - View our Innovate Reconciliation Action Plan on our website

Community Development Officer – Aboriginal Services



Full time temporary up to 3 years.

To perform this role, it is essential that the person is an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under Section 14(d) of the NSW Anti-Discrimination Act 1977.

Salary: \$90,623 to \$101,416 per annum (based on 70 hours per fortnight) plus superannuation and a nine-day fortnight.

Appointed salary in this range will be based on skills, qualifications, and experience.

About us

Hornsby Shire is located on Sydney's upper north shore, approximately 25 kilometres north of the CBD. Known as the 'Bushland Shire,' our local government area is characterised by bushland comprising national park, major waterways, natural reserves, and rural landscape. The rest of the Shire combines urban, rural, and open spaces.

Council for many years has had an Aboriginal & Torres Strait Islander Consultative Committee with representatives from the Traditional Owners, the Dharug and GuriNgai Peoples and Aboriginal & Torres Strait Islander Peoples who live, work, study or have a strong commitment to the Hornsby LGA.

About the Role

The primary purpose of this position is to develop and foster effective and strong communication networks between the Hornsby Shire Council, the local Aboriginal community, and the local community services sector.

Responsibilities of this role include;

- Contributing to the development of strategic policies to address the needs of Hornsby Shire's Aboriginal Community.
- Supporting and advocating on community issues
- Collaborating with stakeholders in the development and implementation of meaningful and responsive community development activities.
- Research and prepare grant application for funding projects and community events relevant to the Aboriginal community.
- Facilitating the engagement between Council and Aboriginal stakeholders relating to heritage and environmental matters.
- Support Hornsby Shire Council's Aboriginal & Torres Strait Islander Consultative Committee.
- Support the facilitating and coordinating of Aboriginal Community activities and events.
- Provide information and education to Hornsby Shire Council and community to raise cultural awareness.

About you

To be successful in this role you will have tertiary qualifications in community development or social science and good research skills or extensive experience in the sector.

You will be a proactive, strategic thinker with well-developed communication and consultation skills.

Benefits of working with us!

We pride ourselves on having a fantastic culture with a genuine appreciation for work-life balance. Visit hornsby.nsw.gov.au/careers and click on "what we offer" to learn about the wonderful benefits available at Hornsby Council.

You will be required to have a current Working with Children Check to work in this position.

For further information and to apply, please visit hornsby.nsw.gov.au/careers

Closing Date: 21 February 2025 at 11.30pm



Executive Assistant

Identified Part-Time Position

\$80,051 Pro Rata (includes leave loading)

Based in The Rocks, Sydney.

Are you passionate about supporting Aboriginal arts and culture in NSW? The Aboriginal Culture, Heritage & Arts Association seeks a part-time (up to 23 hours/week) Executive Assistant to join our team.

ACHAA is the peak body for 21 community-controlled spaces including cultural centres, knowledge centres, language centres, galleries, museums and Keeping Places across NSW. We work collaboratively with these member centres and their communities, artists and stakeholders to support and advocate for the sustainability, growth, awareness and appreciation of NSW Aboriginal arts, cultural practices and heritage.

You will support the CEO and Board, assist with financial administration, records, reports and other documents as well as helping with program delivery including events. With a good understanding of Aboriginal communities and cultures in NSW, you should be an excellent communicator, highly organised, and proficient with Office 365. Experience with cultural organisations, WordPress, and event logistics would be an advantage, along with a NSW Driver's License.

For full job description go to <https://mgns.org.au/sector/jobs/> or for more information: hello@achaa.com.au

Send your application, including a cover letter and resume, to hello@achaa.com.au by 5pm **Monday, 3 March**.

Aboriginality is genuine occupational requirement for this role and as such is an exemption under Section 14(d) of the NSW Anti-Discrimination Act 1977.

Senior Program Officer (Identified)

Child and Family; Region – Southwest; Service Delivery – Child and Family

Department of Child Safety, Seniors and Disability Services

Salary: \$115,758 to \$123,611 per annum

Location: Ipswich

Job Reference: QLD/616944/25

Key Duties:

- Develop / manage projects to achieve delegated authority to community controlled organisations
- Consultation with government agencies and community organisations
- Prepare written materials including: executive correspondence; briefing material; information papers concerning the program and initiatives
- Undertake research and provide advice to staff
- Develop and maintain monitoring and review of the program

Skills and Abilities:

- This position must be filled by an Aboriginal and/or Torres Strait Islander person.
- A "C" class driver's license and ability to undertake intrastate travel.
- Extensive experience in tertiary child protection practice and a degree or postgraduate studies in related content is highly desirable.
- Extensive knowledge of current policies, practices, trends and philosophies with a particular understanding of impacts for Aboriginal and Torres Strait Islander families.

Enquiries: Susan Goodrich **Phone:** 3432 1351

Candidates apply for your job on:

<https://smartjobs.qld.gov.au> using the reference number above.

Closing Date: Wednesday, 26th February.



The Centre

The Northern Rivers Community Legal Centre (NRCLC) is seeking to recruit to the position of:

GENERALIST CIVIL SOLICITOR

Up to 35 hours per week
Fixed Term to 30 June 2025
Lismore

The salary range for SCHADS 5 to SCHADS 6 is \$97,639.97 top \$113,391 pro-rata, plus super, leave loading and PBI salary packaging.

NRCLC is an Equal Opportunity Employer. Aboriginal and Torres Strait peoples and people from culturally and linguistically diverse backgrounds are strongly encouraged to apply

Applications close on Friday 28 February 2025.

What an average day might look like...

- Offering legal advice and assistance to vulnerable clients.
- Attending outreach services to our program partners.
- Working collaboratively with colleagues and other stakeholders (e.g. legal, community, corporate, etc.) to achieve effective client outcomes.
- Representing NRCLC in internal and external meetings, activities and events.

Enquires should be directed to recruitment@northernriversclc.org.au

Further information available at Ethical Jobs and Seek:

<https://www.seek.com.au/jobs?advertiserid=62890553&jobid=81826486&type=standard>

<https://www.ethicaljobs.com.au/members/nrclc/generalist-civil-solicitor-lismore?keywords=legal&locations=4>



First Nations Health and Healing Lead



Western Victoria Primary Health Network

Fixed term: 12 months

Full time: Negotiable/Flexible

Please note: We are open to discussions about temporary secondments from an ACCO, job sharing with an ACCO, part-time arrangements or other approaches that may be suitable and also support your cultural safety.

Work from anywhere in the western Victoria region (Horsham, Warrnambool, Ballarat or Geelong areas)

Special Measure – First Nations People

This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act (2010). This employment opportunity is only available to First Nations People.

About the Role

Western Victoria Primary Health Network is looking for a First Nations person with connections to community and Aboriginal Community Controlled Organisations (ACCOs) in South West Victoria to support our staff to learn and seek knowledge so that they can understand and promote culturally respectful approaches in their work internally and externally.

The role will also work with WVPHN colleagues to build capacity of mainstream primary care agencies to deliver culturally appropriate services to First Nations people, and to foster collaboration between the mainstream primary health care sector and the First Nations health sector.

How to apply

The full position description is available from our website: westvicphn.com.au - about us - wvphn careers

Please email applications to careers@westvicphn.com.au by: **Friday 14 March, 2025.**

NOW HIRING



GUNDITJ MIRRORING
Traditional Owners
Aboriginal Corporation
RNTBC

GMTOAC Work Location:

248 Condah Estate Rd, Breakaway Creek VIC 3304

• Executive Manager of Mirring (Programs)

Full Time 38hrs per week, fixed term - 24 Months
\$140,000 p.a + superannuation

• Budj Bim World Heritage Executive Officer

Full Time, 38hrs per week, ongoing
\$95,000 p.a + superannuation
Negotiable subject to qualifications/experience

• Nyamat Mirring (Sea Country) Ranger

Full Time, 38hrs per week, ongoing
\$63,000 p.a + superannuation
Negotiable subject to qualifications/experience

• Treaty Traditional Owner Engagement Officer

Full Time, 38hrs per week, ongoing
\$90,000 p.a + superannuation
Negotiable subject to qualifications/experience

• General Manager, Budj Bim Cultural Landscape Tourism

Full Time, 38hrs per week, fixed term - 12 Months
Ongoing subject to performance & funding
\$120,000 p.a + superannuation
Location: Heywood & Tae Rak (Lake Condah)

• Front of House / Kitchen Hand

Casual, Weds-Sun, 8.30am-4.30pm
\$31.23 per hour + superannuation
Location: Tae Rak (Lake Condah)



Position Descriptions: gunditjmirring.com/employment

Cover letter addressing KSC & CV to: hr@gunditjmirring.com

Applications close: **5PM Monday 24th February 2025**



Shape Young Minds in Award-Winning Gowrie NSW Lithgow

Apply now and start your rewarding career in early childhood education with Gowrie NSW! 'Best Workplace' Award 2025!

We're seeking passionate educators to nurture young minds in our beautiful Blue Mountains valley setting.

Enjoy a supportive community, professional growth opportunities, and the chance to make a lasting impact on children's lives. Be part of our play-based learning approach and empower the next generation.

Apply now and start your rewarding career in early childhood education with Gowrie NSW!

gowriensw.com.au/careers



Executive Assistant (EA) and Governance Coordinator



- Naarm/Melbourne location with working from home flexibility
- Permanent Full-time, Part-time considered
- \$86,144 per annum pro rata, plus 15.4% superannuation

The Community Broadcasting Foundation is a proud champion of community media – Australia's largest independent media sector. We distribute funding to strengthen over 450 community media organisations in Australia – connecting people across the country, including more than five million people who tune into their local community-owned and operated radio stations every week.

The Role

In this integral role, you will be responsible for supporting the CEO and Executive Officer with the day-to-day operations of the organisation.

Reporting to the CEO, you will provide EA support to the CEO and ensure the smooth running of all Governance related matters of the organisation. This incorporates Board meeting management and supporting the Finance, Audit and Risk Management (FARM) Committee in their functions.

You will be highly organised, have an eye for detail and exceptional interpersonal and planning skills. You require demonstrated experience in drafting minutes and reports, managing compliance mechanisms, and high-level stakeholder management skills.

To apply or for more information about this role, visit: www.cbf.org.au

Aboriginal Engagement Officer



Location: Sydney

Classification: Temporary (Upto December 2025), Full-time

Salary: Clerk Grade 7/8 (Total Remuneration Package: \$137,121 p.a. Package includes salary \$110,266 - \$122,058, employer's contribution to superannuation and annual leave loading.)

Job reference: 0000AV6J

About the role

The Aboriginal Engagement Officer will work within a small community engagement team within the Commission's Prevention and Engagement team. This role will be responsible for engaging and building relationships within the community, increasing engagement between the Commission and Aboriginal communities, and building organisational capacity to ensure access, equity, and inclusion of Aboriginal people in a culturally appropriate way. The role will also help to undertake engagement with other community groups as needed by the Commission.

About you

You'll have the demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples with an appropriate level of cultural understanding and understand issues impacting on First Nations peoples. You'll have highly developed communication skills (interpersonal, written and verbal) and the ability to develop collaborative partnerships. You will have experience in community engagement and project management, with high level organisational and time management skills. You will have the flexibility to travel across NSW as required for the role.

Please refer to iworkforNSW website for more details and application information.

Closing date: Thursday, 27 February 2025, 11.55pm

Enquiries: Susan Raice (02) 9321 6901

This is an identified Aboriginal and Torres Strait Islander position. The LECC considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW).