**Paupiyala Tjarutja Aboriginal Corporation**

**Tjuntjuntjara Community (WA)**

**Selection Criteria – Office Manager**

**Candidates will need to address this Selection Criteria and submit this in an application which includes a CV and 4 referees.**

**Selection Criteria**

1. Demonstrate experience in the management of a dynamic and busy community office, preferably in a cross cultural environment
2. Demonstrated ability to manage basic financial systems
3. Demonstrates a sound understanding of the issues facing traditional aboriginal people, socially, economically and culturally.
4. Demonstrates sound analytical skills, and the ability to recognise opportunities, harnesses information and common sense. Utilises analytical problem solving skills to develop and implement strategies to improve service delivery
5. Demonstrates high level written and verbal communication skills including in a cross cultural situation with traditional people. This includes listening, understanding and adapting to different audiences.
6. Results driven. Achieves effective outcomes for the Tjuntjuntjara community and implements agreed parities with a sense of urgency. Builds strong local staff teams. Delegates appropriately. Manages conflict. Maintains a sharp sense of priority. Balances operational and organisational stability.
7. Exemplifies personal drive and integrity and demonstrates a level of professionalism, energetic hard work and reliability; Openness, fairness and honesty; Integrity and 'decency in business, professional relationships.; Open minded and non-judgemental; Patient; Personal commitment, courage and risk-taking; Deals with pressure and ambiguity; Action orientated; Self-sufficient and resilient; Self aware
8. Cultivates productive working relationships with staff, community members and external stakeholders and operates effectively in a team environment
9. Demonstrates and sound understanding of community development principles and their application in a remote aboriginal community

**Other**

1. Graduate and preferably undergraduate qualifications in a relevant field and a minimum of 5-10 years’ relevant experience.
2. High level computer skills and experience in working with Microsoft Office software (word, excel, publisher, outlook, sharepoint) and other common software programs.
3. Current "C" class drivers licence
4. Current Federal police clearance

Any additional comments or supporting material can be added here or attached to the application.