



Position Description	
Position Title:	Procurement and Asset Management Coordinator
Location:	Bendigo
Term:	Full-time Ongoing
Classification:	SCHADS; Social and Community Services- Level 6
Reports to:	Strategic Finance Manager

### Overview of DJAARA

The Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC), now trading as DJAARA, actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.
- Exercise rights under the Recognition and Settlement Agreement on behalf of the Dja Dja Wurrung People

DJAARA is also a Registered Aboriginal Party the sole owner of Dja Dja Wurrung Enterprises Pty Ltd, trading as Djandak. Our businesses include natural resource management, cultural awareness, and tourism.

In 2013, Dja Dja Wurrung People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises Dja Dja Wurrung People as the Traditional Owners for part of Central Victoria. Dja Dja Wurrung People nominated the DDWCAC as the 'Traditional Owner Group Entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the Dja Dja Wurrung People.

The Dja Dja Wurrung Clans Aboriginal Corporation, trading as DJAARA and Dja Dja Wurrung Enterprises Pty Ltd, trading as Djandak, make up the Dja Dja Wurrung Group.

### Primary Purpose of the Position:

This role reports to the Strategic Finance Manager and is responsible for providing procurement and asset management guidance to address and solve business problems and directly contribute to the long-term objectives and strategy of the Dja Dja Wurrung Group.

This position is responsible for the delivery of:

- Procurement advice and support
- Asset management advice and support
- Procurement and Asset Management Policy and procedure development, review and implementation
- Other projects as identified

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



#### Accountabilities:

- Acting as a trusted advisor on all procurement and asset management related matters for both management representatives and employees
- Provide expert advice and guidance to line managers in all procurement and asset management matters
- Support the delivery of procurement and asset management initiatives
- Develop procurement and asset management policies and update existing policies as required.
- Manage procurement and asset management life cycle activities from sourcing to disposal
- Co-ordinate and facilitate training and development programs including identifying procurement and asset management training needs for business units and individual coaching needs.
- Take ownership of and lead key procurement and asset management projects as part of longer-term procurement and asset management strategies.
- Maintain accurate procurement and asset management data in registers and systems for maintenance and reporting purposes.
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Identify and implement efficiencies and savings in procurement and asset management processes.

#### Key Selection Criteria:

- Demonstrated knowledge of contemporary procurement and asset management practices
- Ability to demonstrate agility and flexibility in a fast moving, dynamic environment.
- Ability to influence and coach leaders to effectively manage procurement and asset management matters.
- Strong critical thinking skills to identify solutions to address procurement and management related matters.
- Ability to maintain strict confidentiality of all procurement and asset management information acquired in performing job duties.
- Demonstrated ability to effectively manage a broad range of procurement and asset management responsibilities in a community organisation.
- Tertiary qualification in Procurement and/or Asset Management or similar or a diploma with extensive experience.
- Demonstrated experience in a procurement and/or asset management role, preferably in the Not-for-Profit sector.
- Sound understanding of procurement and asset management practices
- Strong analytical and problem-solving skills
- Strong communication skills (oral & written) including strong negotiation and influencing skills and the ability to establish effective working relationships with a variety of people at different levels both internally and externally.
- Sound procurement and asset management administrative skills and computer literacy, including the ability to analyse data and format into appropriate presentations.
- Be a team player who is hands-on, with a can-do attitude, who can hit the ground running.
- A current Australian Driver's License.

#### Personal attributes:

- A commitment to and understanding of Dja Dja Wurrung culture and a willingness to get involved and understand the business and its various functions.
- High ethical standards, self-motivation and personal integrity.
- Proven ability to cultivate an environment of trust, respect and confidentiality and to display and enact sound judgment regarding highly sensitive and/or critical issues.
- A commitment to safe work practices.
- Capacity to lead, a willingness to accept direction and the ability to work as part of a team in a multi-skilled working environment.

#### CONTACT

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