



Kinaway
Chamber of Commerce
Victoria Ltd

Position Description

- Position Title: Aboriginal Business Broker – CBD, Western Region, Gippsland.
- Reporting to: Manager, Economic Development
- Direct reports: Nil
- Tenure: 1.0 FTE, 12 to 24 Months.
- Location: - Melbourne (Richmond) and/or Ballarat – 2 positions
- Lakes Entrance – 1 position
- Salary and conditions: \$90-\$100k based on experience
- Salary Packaging may be available
- Superannuation in accordance with Superannuation Guarantee Act.
 - Co-located with Kinaway and businesses in a modern office environment and working from home as negotiated and in line with Government COVID restrictions.
 - Generous leave entitlements

Do you like contributing positively to your community

Would you like working with your community on a daily basis to identify ways to help incubate and develop business and economic opportunities?

Are you looking for a new challenge and feel you can contribute to extra-ordinary growth in the Aboriginal business sector what the recovery of COVID19 looks like, for Aboriginal and Torres Strait Islander business in Victoria?

If you are passionate about communities, have some business knowledge, love networking and seeing people succeed then could be the role for you.

The role of the Aboriginal Business Broker is a designated position established as a special measure under Section 12 of the *Equal Opportunity Act 2010*. Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position.

Kinaway Chamber of Commerce Victoria Ltd is an Aboriginal Chamber of Commerce based in Melbourne through which Aboriginal and/or Torres Strait Islander businesses and entrepreneurs have a collective voice

31 Hoddle Street, Richmond VIC, 3121
T: 03 9416 2304 E: info@kinaway.com.au W: www.kinaway.com.au

Kinaway acknowledges the traditional owners, and peoples of the land and water in which we occupy. I pay my respect to the elders past, present and emerging.



both within the Aboriginal and/or Torres Strait Islander business community and the general business community.

Kinaway seeks to grow the capacity of the Aboriginal and Torres Strait Islander business sector, entrepreneurs and Aboriginal and Torres Strait Islander business leadership thereby having a positive and direct influence in increasing the economic participation by the Aboriginal community in its contribution to the Victorian economy.

The primary focus of Kinaway is the provision of policy, advocacy and representation services to Aboriginal businesses and entrepreneurs. In addition, Kinaway will provide services, support and/or products to assist Aboriginal and Torres Strait Islander businesses and entrepreneurs to be commercially sustainable, profitable and innovative.

About the Position

The Aboriginal Business Broker is a Full Time (1.0 FTE) contract position

This is an exciting opportunity to work with the lead organisation focused on increasing the economic opportunities that strengthen the Victorian Aboriginal community to be key participants in Victoria's economy.

The Aboriginal Business Broker will work closely with the Manager, Economic Development, other Aboriginal Business Brokers and the Sistas in Business, Sector Development Manager in Kinaway to facilitate positive growth and business opportunities for Aboriginal people.

Program Outcomes

- A better understanding of the current business capability needs and growth plans of Aboriginal and Torres Strait Islander businesses in Victoria.
- Aboriginal and Torres Strait Islander businessmen and women are more aware of and connected to business opportunities.
- Growth in the number of Traditional Owner Groups and Aboriginal Community Controlled Organisations supported to undertake business and/or commercial activities in Victoria.
- Growth in the number of certified Aboriginal and Torres Strait Islander businesses in Victoria.
- Aboriginal and Torres Strait Islander businessmen and women are more connected, especially regionally, with each other and the wider business community.
- Aboriginal and Torres Strait Islander businesses, their success stories and positive narratives are profiled on social media and other media.

The Aboriginal Business Broker will develop focussed networks to share experiences and to build Aboriginal people in business, to specifically support business entities to develop and build sustainable businesses. This will include collaborating and linking people to support services, to grow and develop business or directly to opportunities to sell their goods and services.

The Broker will also capacity build and assist in to upskill individuals to build their business confidence. The position will be well supported by the Manager, Economic Development and will have access to mobile phone, laptop, access to a car and a modern office environment. Some out of hours work will be required from time to time

Duties

- Establish localised networks of Aboriginal businesses and intending businesses.

31 Hoddle Street, Richmond VIC, 3121
T: 03 9416 2304 E: info@kinaway.com.au W: www.kinaway.com.au

*Kinaway acknowledges the traditional owners, and peoples of the land and water in which we occupy.
I pay my respect to the elders past, present and emerging.*



- Support Aboriginal businesses by working collaboratively across community, industry and the private sector to strengthen partnerships and leverage business opportunities.
- Support and incubate the development of focussed projects, including brokering appropriate information, advice and access to professional services for Victorian Aboriginal businesses.
- Develop and implement business networking opportunities and events
- Develop and implement business capability workshops and webinars.
- Support the development of business visibility and profiling activities
- Contribute to sector development activities, programs and projects to foster business development and incubating in the Aboriginal business sector
- Build and maintain relationships with communities, relevant organisations and other key stakeholders
- Assisting development of local Aboriginal businesses to capitalise on identified opportunities
- Work with local communities including local government, traditional owner groups and elders and to understand the challenges and opportunities Victorian Aboriginal people face
- Other duties as directed

Key Selection Criteria (*applicants must address Key Selection Criteria in their application*)

1. Demonstrated experience working with Aboriginal individuals and communities to enable and support self-determination
2. Demonstrated experience in development and delivery of solutions in the areas of small business, procurement, employment and/or community development.
3. Experience in the implementation of strategies, the development of action plans and/or the implementation of projects to meet related project outputs and outcomes.
4. Experience in mentoring, coaching, training and/or provision of advice and information to customers/clients in customer focussed roles.
5. Experience in developing and project managing events
6. Demonstrated communication skills including an understanding of digital marketing and social media.
7. Well-developed interpersonal skills including the ability to work with a variety of stakeholders across multiple organisations.
8. Excellent time management skills, including the ability to be flexible, develop contingencies and multi-task.

Preferred

- Knowledge of business operations, particularly small business is desirable.
- Knowledge of procurement, tendering and contract management would be highly regarded

Mandatory

- Driver's licence
- Periodic Travel required

Interested applicants can apply via the Kinaway website or forward your resume and cover letter addressing the selection criteria to admin@kinaway.com.au.

Enquiries directed to Illana Atkinson (03) 8888 6034