

# Executive Officer

## Application Pack

**JUUKAN**  
**GORGE**  
LEGACY FOUNDATION

## About the Juukan Gorge Legacy Foundation

The Puutu Kunti Kurrama people (PKK people) established the Juukan Gorge Legacy Foundation Ltd (Foundation) following the destruction of Juukan Gorge rock shelters, a place of enormous cultural significance to our people.

The Foundation was established as a legacy for future generations to come, not as compensation for the pain and hurt caused to the PKK people.

The Foundation was incorporated in May 2023 and is in its “Establishment phase”. The Foundation is unique and is distinct from any Aboriginal Corporation, including The PKKP Aboriginal Corporation (PKKP AC). The PKK people can be, and many are, members of the PKKP AC, however the Foundation is a separate legal entity with its own membership.

The Foundation’s purpose, set out in the Rule Book, is to support the PKK people (and Pinikura People and other Aboriginal people), by:

- Building the Puutu Kunti Kurrama community to be strong and proud, internally and externally;
- Providing programs and services that promote and protect traditional law and custom, language and culture, and maintaining and strengthening traditional connection to Country;
- Providing programs and services that support community health, well-being and self-determination;
- Fostering economic development of projects and industries for financial independence.

Our focus is to challenge the barriers faced by our people as Traditional Owners. We will take an outcomes-based approach to create something positive now and for the future. The Foundation’s aim is to be sustainable for generations to come.

Meaningful change can be achieved through innovative social and economic programs targeting education and training; financial independence and building capability and capacity through members businesses.

Making sure the voice of our peoples is heard on heritage, culture and country is also at the heart of what we do.

## Advertisement – Executive Officer

### Assist in advancing opportunities for Aboriginal people and creating lasting social impact

- Ensure the smooth operations of the Foundation's office and processes
- Base salary of \$90,000 to \$100,000 plus superannuation
- Based in West Perth (or the Pilbara) with regular intrastate travel

### The Foundation

The Juukan Gorge Legacy Foundation was established in May 2023. The Foundation's purpose is to support the Puutu Kunti Kurrama People (and Pinikura People and other Aboriginal People), by:

- Building the Puutu Kunti Kurrama community to be strong and proud internally and externally;
- Providing programs and services that promote and protect traditional law and custom, language and culture, and maintaining and strengthening traditional connection to Country;
- Providing programs and services that support community health, well-being, and self-determination; and
- Fostering economic development of projects and industries for financial independence.

### The Role

Reporting to the CEO, the Executive Officer will develop systems, processes and relationships to underpin the good governance of the Foundation. As part of providing invaluable, confidential support to the CEO, responsibilities will include a range of high-level executive administrative and office management functions including Board governance, research tasks, internal reporting, and coordinating travel arrangements and events.

### The Person

If you are committed to Aboriginal-led development, highly organised and can demonstrate excellent communication skills, we would be interested in hearing from you. Proficiency at multitasking and the ability to prioritise competing needs calmly and efficiently will be essential for success in this position, as well as a sound understanding of the requirements for confidentiality and good governance principles.

### The Package

This is an opportunity to make a significant contribution to the lives of current and future Foundations members and First Nations People. In return, a permanent contract is on offer and a base salary of \$90,000 to \$100,000 plus superannuation. Salary packaging is available and flexible working arrangements are by negotiation. This role is to be based either in the West Perth office or the Pilbara, to be negotiated for the successful candidate.

### **Applications**

To apply please click the Apply Now button or visit [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting reference 1363826. Please provide a comprehensive resume together with a covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

Download an Application Pack by clicking or copying and pasting this link in your browser:  
**<https://beilbydt.com.au/application-packs>**

For initial enquiries, or for any assistance you may need in making your application, please contact Emily Bulloch for a confidential discussion on 0427 582 402 or [ebulloch@beilbydt.com.au](mailto:ebulloch@beilbydt.com.au)

Applications will close at 4pm AWST on Thursday 28 August 2025.

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

Juukan Gorge Legacy Foundation is currently also recruiting the following two positions:

- Director Programs and Impact – Job number 1361046
- Business Development Lead – Job number 1361051

## Position Description



Position:	<b>Executive Officer</b>
Position type:	Full time, permanent (part-time by negotiation)
Reporting to:	CEO
Location:	6 Ord St, West Perth WA 6005 (or Pilbara based on negotiation)
The organisation:	<p>The Juukan Gorge Legacy Foundation is a not-for-profit organisation established and led by the Puutu Kunti Kurrama people. After the destruction at Juukan Gorge, our vision is a future where people and Country thrive.</p> <p>With our partners, we invest in people and Country, promoting social, cultural and economic wellbeing, while protecting heritage, culture, language and the law.</p>
Position summary:	<p>The Executive Officer provides high-level confidential executive support to the CEO including conducting research into matters as required by the CEO. The position is responsible for day-to-day delivery of timely, efficient high level office administration and information coordination for the CEO and Executive Leadership.</p> <p>The position provides governance support to the CEO and Board, including the preparation of board packs, minutes of meetings and keeping relevant records and registers up to date and compliant.</p>
Key responsibilities:	<p>As directed by the CEO, provide a range of high-level executive administrative and office management functions to the CEO in a timely and efficient manner:</p> <ul style="list-style-type: none"><li>• Ensure the smooth operation of the Foundation's office and processes. Promptly address any issues and manage tasks even in the CEO's absence, collaborating with other staff members and/or consultants and in line with policies and direction.</li><li>• Coordinate and manage the CEO's calendar, scheduling meetings, appointments, and events.</li><li>• Coordinate travel arrangements and accommodation arrangements for CEO and Board of Directors.</li><li>• Provide basic technical support for the CEO, including troubleshooting computer and software issues.</li></ul>

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- Exercise initiative and judgment with the preparation, collation and dissemination of relevant executive and management documents, including relevant internal reporting.
  - Undertake research tasks on discrete matters at the requirement and direction of the CEO.
  - Prepare correspondence as required by the CEO and maintain best practice filing systems for the Office of the CEO.
  - Maintain and update registers for corporate compliance, including Board and Members registers.
  - Provide a high standard of confidential governance support to the Board under direction of the CEO, including preparation and dissemination of board packs, attending meetings for minute taking and preparation of draft minutes.
  - Support the CEO in building and maintaining positive relationships with stakeholders by establishing your own professional rapport and providing excellent service.
  - Perform other duties as directed by the CEO.

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- Key selection criteria:
- Highly developed administrative and organisational skills, including the ability to meet deadlines under pressure while ensuring confidentiality, accuracy and quality.
  - Highly effective communication, expressing ideas verbally and in writing in a clear and concise manner.
  - Ability to conduct research and provide advice on discrete matters.
  - Demonstrated understanding of organisational and Board governance requirements.
  - Proven ability to work effectively in a team and apply strong initiative and personal judgment to solving problems with minimal supervision.
  - Demonstrated interpersonal skills, including the ability to maintain confidentiality and the ability to liaise effectively with a wide range of people on complex and sensitive issues.
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**Employment  
conditions:**

Employment conditions include:

- Salary range \$90K-\$100K +super negotiated in line with experience
  - 4 weeks annual leave (increasing to 5 weeks on 12 months service)
  - Salary Packaging is available
  - National Police Clearance and a pre-employment medical is required
  - Regular intrastate and occasional interstate travel is required
  - Flexible working arrangements by negotiation
  - The Foundation is committed to diversity and inclusion
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## **Applicant Notes**

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

### Application

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

It is essential the information you provide is clear, concise, and relevant, so the selection panel can readily assess your application. Interviews will be offered to those who best demonstrate their ability to carry out the duties of the role.

### Lodgement of applications

Applications should be made online at [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting job reference 1363826.

Applications will close at 4pm AWST on Thursday 28 August 2025.

### Referees

Applicants should provide the names and contact details of at least two current referees in their application. This will include two superiors or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

### Interviews

Interviews will be conducted either in person in Perth or via video conference.

Shortlisted applicants may be required to complete telephone screening and digital interview in addition to reference checking and potentially a second interview.

### Background checks

Third party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity, and employment history verifications.

### Pre-employment medical

The preferred applicant will be required to undertake a pre-employment medical including drug and alcohol testing to ascertain if they are fit and can safely perform the inherent requirements of the role.

### Equal opportunity

The Juukan Gorge Legacy Foundation maintains an equal opportunity policy in assessing all applications for any advertised position and provides a drug and alcohol, and smoke free work environment.

### Website

As the Foundation is in Establishment phase, the website is yet to be constructed.

The PKKP Aboriginal Corporation has a website – which will provide you with background information on the PKK people and references to the Juukan Gorge rock shelters.

<https://pkkp.org.au/>

### Further information

For further information about the role please contact Emily Bulloch, Principal Consultant, Beilby Downing Teal on 0427 582 402 or [ebulloch@beilbydt.com.au](mailto:ebulloch@beilbydt.com.au)