

Indulkana - Iwantja is an Anangu community on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in the north west of South Australia. It lies approximately 575 km south of Alice Springs. It is located 70 km away from Mimili community and approximately 195 km from Umuwa; the administrative center of the APY Lands. The Community is located on a small ridge at the edge of the Indulkana Ranges. Access to Indulkana Community are all sealed roads. The population of Iwantja ranges between 200 and 360 people, including a number Piranpa (non-Aboriginal) people who work in the community to support Anangu. The majority of people at Iwantja refer to themselves as Yankunytjatjara, which is a group having its origins in the eastern section of the Lands.

There is a school, art centre, health clinic & store.

Indulkana Store are looking for either two individuals or a couple as Store Manager working 10.5 days on with 3 days off.

This is a great opportunity and comes with an attractive salary (based upon your experience) and provides use of fully furnished accommodation (including phone and internet).

Operations / Store Management

- Oversee the day-to-day operation of the store
- Prepare stock orders using the agreed stock control system, having proper regard to stock levels and previous ordering history
- Receive and thoroughly check all goods ordered and received to ensure appropriate quality, quantity and price
- Calculate all sell prices for stock sold in the store according to the agreed mark-up list
- Half yearly Stock take
- Authorise any payments required by the store, providing all necessary documentation, to external accountants
- Ensure the security of all monies in the store safe
- Maintain the proper filing of all invoices and orders received or raised by the store

- Deal with all incoming business mail and ensure that the correct response is adopted
- Ensure that the stores operations comply with all relevant Laws and By Laws
- Ensure that matters which arise that are not within the scope of these stated duties are referred through the Operations Manager to the Employer
- Seek continuous improvement of the store's services, suppliers and performance

Supervision and Training

- Supervise the honest, accurate, efficient and effective operation of all store points of sale (e.g. checkouts, take - away, credit sales, fuel)
- Supervise the daily reconciliation of store takings with registered sales
- Provide on the job training for Aboriginal store workers utilizing training opportunities provided by the Employer

Policy Implementation

- Implement the policies of the Indulkana Store Board
- In relation to any other matters that are relevant to the duties of the Store Manager
- Acknowledge that there will always be areas of retail development that may be inappropriate in an Aboriginal Community

Efficiency & Effectiveness

- Quick to respond to enquiries and action where relevant and/or necessary High Accuracy skills
- Use of initiative, and completing tasks in a timely manner

Accountability

- Ultimate accountability is to the Store Board, although primary accountability shall be to the Operations Manager

Corporate & Social Responsibility

- Adhere to Council By-Laws and Code of Conduct

Stakeholder Relationships

- Be proactive in the area of relationship management with all Store staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback
- Ensure communications are appropriate to Indulkana community, and Store Board & it's entities within which the role operates

Integrity & Ethical Behaviour

- Act with integrity at all times and ensure that areas of responsibility operate in an open, transparent and accountable manner

SELECTION CRITERIA

ESSENTIAL

- Knowledge of and commitment to the principles of Aboriginal self-determination at the Community level especially as it relates to management, employment, training and enterprise development
- Basic knowledge and understanding of aboriginal history, culture, and contemporary aboriginal political, social, cultural and economic issues
- **Good supervision, problem solving, conflict resolution and team building skills**
- Demonstrated ability to work with and under the direction of traditional Aboriginal people in a "dry" (no alcohol) community, where cultural norms and community development priorities may differ from your own. Patience, maturity and a high standard of personal conduct is essential
- Well-developed organisational and planning skills and the ability to maximise employment and training opportunities
- Demonstrated ability to deliver on the job training to workers
- Ability to ensure safe and healthy work practices, including knowledge of relevant Occupational Health and Safety principles
- Well-developed supervision, problem solving, conflict resolution and team building skills
- Ability to maximise income and employment opportunities
- Good numeracy and written and oral communication skills
- Ability to use stock control, ordering and word processing computer programs
- Basic accounting and banking skills
- Ability to operate and maintain cash registers, store refrigeration and other equipment, and resolve minor faults an advantage
- Ability to apply store pricing policy and financial management procedures.
- Well-developed knowledge of stock control principles
- Experience in staff management, supervision, and training
- Experience in managing a store or comparable retail enterprise
- Patience, maturity, and a high standard of personal conduct
- Ability to work long hours and cope with living in a remote location

DESIRABLE

- Experience in working in a store or comparable retail enterprise.
- Experience in working in an Aboriginal organisation

Preferred Candidate will have:

- Experience in working in a store or comparable retail enterprise
- Experience in working in an Aboriginal organisation
- Fork lift licence (or willing to obtain)
- Police Check (or willing to obtain)
- Covid-19 Vaccinations (minimum of 2 vaccination)

Indigenous and Torres Straight Islanders are encouraged to apply.

For further information please contact Margie at indulkana.store@bigpond.com