



**Curijo**

# Aboriginal Junior Consultant

## Job Description

Curijo considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under s 42 of the Discrimination Act 1991 (ACT)

We recognise and respect that Aboriginal and Torres Strait Islander people are first peoples and traditional owners of this country. We pay our respects to Elders both past and present and extend that respect to all Indigenous peoples of this land. We acknowledge the rich and diverse cultures and the long history of Indigenous Australia.



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### Primary Purpose and Role

The Aboriginal Junior Consultant will work as part of a team in the delivery of several client based projects that spans community, audit and assurance, business finance and evaluation. This role is the first step to learning about a significant industry sector. The skills you will learn can be applied in a wide range of practices including working on your own business.

### Key accountabilities

- Satisfactory learning progress through a trainee program both academic and experience
- Work as part of a team to deliver client projects that may involve research, evaluations, financial tasks and report writing
- Carry out some corporate or business functions from time to time
- Collect and organize data and complete accurate data entry
- Assist the executive in cultural support activities

### Skills and expertise

The person engaged in the Aboriginal Junior Consultant role will have the aptitude to work towards the relevant skills, experience and qualifications for the relevant discipline.

The person also:

- Must be of Aboriginal or Torres Strait Islander decent
- Be willing to be, or be, studying for a qualification in the selected discipline
- Be prepared to work as part of a team within the office and on client site as work is engaged
- Can communicate effectively with all people at all levels.
- Ability to work within strict confidentiality guidelines.
- Proficient in Microsoft Office suite and web based tools
- Understanding of administration and clerical procedures
- Ability to manage and prioritize several tasks simultaneously
- Ability to work independently as well as in a team setting.
- Current Driver Licence.

### What we offer

Our company offers a unique and culturally safe learning environment. Under the direction of our Aboriginal Senior Executives our workplace demonstrates a place of learning and excellence, where a strength based philosophy is deployed in all that we do. Our staff are provided with cultural support within the workplace through individual and group based 'yarn sessions' which have proven to be effective in supporting individuals cultural needs.

Our connections to community allows a support program where individuals will feel supported and assisted in life as well as business.



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We will work with local universities through the ANU Tjabal Centre and or the UC Ngunnawal centre as well as professional bodies such as CPA Australia to assist in our trainees learning journey.

Our work place is also partnered with significant players in our industry to enable a wide choice in learning.

## Application Process

<b>Application due date</b>	Ongoing
<b>Applications</b>	Can be posted to us here at PO Box 575, Curtin ACT 2605 or preferably emailed to <a href="mailto:belinda.kendall@curijo.com.au">belinda.kendall@curijo.com.au</a> . If you choose to post, please allow 5 business days prior to the application due date.
<b>Application Requirements</b>	<ol style="list-style-type: none"><li>1. Current Resume outlining any work history, academic history, strengths, values and other achievements.</li><li>2. Covering letter (no more than 2 pages) telling us how you might meet our requirements, what you bring to the role and your aspirations in this field.</li></ol>
<b>Questions</b>	We are keen to answer any questions you may have, check out our website at <a href="http://www.curijo.com.au">www.curijo.com.au</a> and then direct questions to our CEO - Belinda Kendall.  Belinda can be contacted by email at <a href="mailto:belinda.kendall@curijo.com.au">belinda.kendall@curijo.com.au</a> .
<b>Process</b>	<ol style="list-style-type: none"><li>1. Receipt of application (we will respond acknowledging we received your application)</li><li>2. Interviews may be conducted in Canberra, via electronic media or over the phone depending on circumstances</li><li>3. Finalisation of process and successful candidate/s notified</li><li>4. For unsuccessful shortlisted candidates we are happy to provide our feedback and comments on your application should you want to do that</li></ol>