

Karina Coombes

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CAREER OVERVIEW

I currently work for the Department of Social Services. I contribute to team discussions and adhere to the APS code of conduct. I have the discipline and commitment to adapt to different working environments and styles, and have demonstrated resilience during the years and have been part of one Machinery of Government changes. I am a hard worker, and always complete a task asked of me.

I was raised on Pirlangimpi, Melville Island in the Northern Territory. I attended boarding school and completed grade 10 before returning home to the Tiwi Islands. I lived at Nguiu now known as Wurrumiyanga where I started my career working at Murrupurtiyanuwu Catholic School and started my little family. Later relocated back to Pirlangimpi where I continued to grow and expand my networking and leadership before being accepted into the Indigenous Apprenticeship Program where I completed successfully and received a promotion to an APS4.

KEY STRENGTHS AND PERSONAL ATTRIBUTES

- I am a proud Aboriginal woman from the Tiwi Islands
- Speak English and Tiwi
- Able to work independently and as part of a team
- Take responsibility for managing work projects
- Remain calm, collected and focused when under pressure
- Treat all people with respect, and values and promotes diversity
- Is cooperative and always willing to help others
- Good conflict resolution skills
- Contributes to team discussions and activities

QUALIFICATIONS

Indigenous Apprentice Program – Canberra Institute of Technology Diploma in Government	2018
Certificate III in Community Services	2013
Certificate II in Indigenous Leadership	2013
Train small Groups	2002

EMPLOYMENT HISTORY

**Menzies School of Health Research,
Community-based Researcher,
July 2023- current**

Responsibilities and skills:

- Build links within the selected Aboriginal community study site and in collaboration with the rest of the research team.
- Work with the project team to coordinate, plan and facilitate focus group discussions, interviews, and completion of surveys by participants, and implementation and evaluation of co-designed digital technology interventions to achieve project objectives.

- Conduct duties in accordance with Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research and which is also respectful of Aboriginal and Torres Strait Islander culture.
- Coordinate and communicate effectively with study participants, health services, site and Program Leaders, Senior Cultural Advisors, and other project staff.
- Assist with coordination of resource development activities (eg. flipcharts, interview tools), with the research team.
- Provide administrative support to the team with minimal supervision. This may include organising project promotional materials, organising catering, arranging travel, printing documents, and recording notes about those processes.
- Actively participate in training and research team meetings relevant to the position, as required. Training will mostly be provided one on one and on-the-job.
- Support the research team in the preparation and implementation of knowledge translation and dissemination strategies and assist with dissemination of project findings.

**Department of Social Services
Engagement Office
March 2021 – Current**

Responsibilities and skills:

- Liaise between the Australian Government and community
- Reporting in systems
- Engagement information sessions in Cape York QLD and Northern Territory on the Cashless Debit Card
- Arranging meetings
- Booking flights, accommodations for staff travelling
- Assist with maintaining group email

National Indigenous Australians Agency

Indigenous Engagement Officer
Tiwi Islands, Northern Territory
November 2019 – December 2020

Responsibilities and skills:

- Liaise between the Australian Government and community
- Work with wide range of stakeholders to develop and implement place-based solutions to address local issues.
- Assist the Government Engagement Coordinator with administration i.e scanning, booking flights and accommodations.
- Work in with Service Providers, and other Government agencies.
- Engage with Community on Departmental programmes and other initiatives
- Work and assist Government Engagement coordinator (GEC) in the Community to monitor and facilitate the delivery of services to and projects in the Community.
- Participate in Community Safety Committee
- Participate and attend Child Safety meetings held by Territory Families

Department of the Prime Minister and Cabinet/ National Indigenous Australians Agency

Adviser, Assessment Management Office
October 2017 – March 2021

Responsibilities and skills:

- *Communication and liaison:* provide assistance to Programme Areas to progress assessments and funding outcomes; liaise with internal and external stakeholders to complete compliance checks of grant applications; and respond and resolve stakeholder enquiries.
- *Coordination:* coordinate the workflow of applications to appraisal panel members, Regional Managers, programme owners, and Delegates for grant rounds including ABA, NAIDOC, Community Led, TAEG, Direct Approach, CDP and Native Title; action, monitor, assign tasks to team from section mailbox; and create assessment panels.
- *Grants assessment:* manage small grant rounds e.g. Indigenous Youth Education Packages, CDP incubator Pilot; record risk ratings in consultation with Risk Team; checking applications for completeness, compliance and eligibility; checking for duplications, withdrawing applications as required; moderate a panel assessment as required; execute outgoing briefs on behalf of the Minister; working on applications from start to finish: setting applications to fund or not fund, or fund with changes; generate outcome letters and advise programme areas of outcome; update GPS (Fofms) as required (grants management system)
- *Systems and reporting:* prepare FUSION reports; prepare risk reports; and manage probity register for the Agency.
- *Capability development:* train new staff; and support external grant applicants with their applications

Office of the Prime Minister and Office of the Minister for Indigenous Affairs

Receptionist

Non-concurrent 2017-2019

Responsibilities and skills:

- *Customer service:* answered phone enquiries and referred callers; and maintained confidentiality.
- *Administration:* managed mail correspondence; completed general administrative duties; and managed the caller register.

Munupi Corporation Limited

General Manager/Fly Tiwi Agent

January 2016 – June 2017

Responsibilities and skills:

- *Coordination:* Arranged board meetings; arranged travels for directors; and coordinated Family meetings across the Tiwi Islands.
- *Negotiation and liaison:* Liaised with Finance Manager; negotiated leases such as Section 19A and Township leasing; worked with other stakeholders on the Tiwi Islands; liaised with the Chair; and liaised closely with Munupi Legal Advisor.
- *Administration and compliance:* Conducted daily flight duties - create manifest, offload and load plane; processed Fly Tiwi bookings; recorded minutes; managed filing; and maintained the Company ASIC updates.

Achievements:

- Involved in successfully negotiating the Township Lease of Pirlangimpi

Ezlon Offshore Logistics Hub Tiwi

Administration Assistant

April 2015 – September 2015

Responsibilities and skills:

- *Administration and compliance:* Maintained asset register; conducted room audits; managed filing; and drafted daily reports.
- *Liaison and customer service:* supported Northern Rise Manager (Camp managers); managed accommodation bookings; processed payments
- *Team management:* managed team to monitor campsite facilities, including delegating responsibilities; managing escalated issues.

Land Development Corporation

Liaison officer Tiwi Islands

November 2014 – April 2015

Responsibilities and skills:

Consultation and liaison: assisted with consultation on the Tiwi Islands and acted as a liaison between the Land Development Corporation and the Tiwi people

Tiwi Islands Training and Employment Board

RemoteJobs and Community Programs (RJCP)

February 2014 – April 2015

Responsibilities and skills:

- *Liaison:* Liaised with Job Seekers regarding appointments; booked clients' appointments; conducted Job Seekers' contact appointments; and responded to phone, email and face to face queries.
- *Administration:* completed fortnightly timesheets for RJCP participants and send them through for processing; and scanned and emailed documents.
- *Training:* assisted with training arrangements.

Northern Territory Indigenous Education Council (NTIEC)

Twi Islands Cultural Advisor

November 2013 – June 2014

Responsibilities and skills:

- *Strategic:* coordinated and implemented the provision of high-level strategic planning to engage with schools and education providers in order to support improved educational outcomes for their Indigenous children.
- *Training:* researched, developed, and coordinated the delivery of training and educational programs to Parent and Community Engagement (PaCE) participants; implemented other key training and professional development projects that will complement the general improvement of client outcomes for PaCE Participants; and evaluated all training activities in conjunction with key stakeholders to ensure compliance with standards where relevant and ensuring training and professional development activities are of a high standard.
- *Liaison:* provided coordination and facilitation to Tiwi Islands Education Board PaCE participants and other key stakeholders, and education institutions and providers.
- *Coordination:* played a lead role in the coordination of the PaCE Project, including building and maintaining strong leadership that supports high expectations of Indigenous students' educational outcomes.

Tiwi Island Training and Employment Board

Money Management Worker Apprentice Liaison Officer and Apprentice Liaison

2009 – February 2014

Responsibilities and skills:

- *Customer service and administration:* assisted clients with everyday banking; and filing & maintaining data collection; and assisted with the processing of associated paperwork for apprentices and trainees.

- *Training:* developed budgeting skills; delivered workshops on Money Management; and trained clients in the use of online banking and financial transactions.
- *Liaison:* liaised with TITEB apprentices and their employers; provided feedback to the training manager on client satisfaction with training and employment matters; and monitored the progress of TITEB apprentices.

Tiwi Islands Regional Council

Purchasing Officer
2006

Responsibilities and skills: received purchase requisitions and entering them into the system; prepared purchase orders; matched purchase orders with accounts; and filed.

Tiwi Islands Regional Council

Jirnani Childcare/ Wurrumlyanga Bathurst Island Co-Manager
2005 - 2006

Responsibilities and skills:

- *Staff management and administration:* prepared daily routines; completed staff timesheets and rosters, filed and reported to the Management Board.
- *Inventory management:* Ordering of food etc for the centre

Murrupurtiyanuwu Catholic School

Secretary
2003 - 2004

Responsibilities and skills: administration duties including phone, fax, computer, filing and mail register; prepared timesheets for all staff; assisted with enrolments; prepared and maintained schedules for Principal; prepared for Census (Roll Books); prepared and displayed notices; and organised and liaised with travel and accommodation.

ORGANISATION NAME

Murrupurtiyanuwu Catholic School

Librarian

2000 – 2002

Responsibilities and skills: general administration; monitored the use of the library; facilitated weekly class bookings; prepared and processed stock; and managed book lending.

PROFESSIONAL DEVELOPMENT

Learning Management System (LMS)	2019
Working smart with Outlook	2019
CORE Training	2019
Security Basics	2019
Managing Records and Information	2019
APS Values, Employment Principles and Code of Conduct	
Risk Management	2017
Bullying, Harassment and Discrimination Prevention	
Public Interest Disclosure	2017
Privacy Awareness	2017

WH&S	2017
Fraud Awareness	2017
Australian Rural Leadership Program	2015
Apprentice of the Year 2005	
Apprentice of the Year 2013	

PROFESSIONAL MEMBERSHIPS

- Tiwi Islands Training and Employment Board Director – 2015 - Current
- Director of Tiwi Education Board-May 2015 - 2017
- Director of the Pirlangimpi Store and Club - 2017
- Pirlangimpi Women’s Committee 2016-2017
- Chair of the Munupi Arts and Craft Association – November 2015-November 2016
- Director of Munupi Pty Ltd as Trustee for the Munupi Family Trust – April 2013 – November 2014
- Representative on the Tiwi Corporate 2013-2014
- Member of the Northern Territory Emergency Services (finished 2017)
- Member of the Forest Industry Advisory Council

REFEREES

Current Manager

Ruth Jones (current manager)
National Indigenous Australians Agency
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