



Palawa Business Hub

Business Engagement Officer

Position Description

Job Title: Business Engagement Officer (BEO)

Reports To: Business Development Manager (BDM)

Location: Nipaluna/Hobart, Lutruwita/Tasmania

Employment Type: Full-time – 2-year contract (may include out-of-hours work, as required).

Salary: \$82,000 per year, plus superannuation.

This position is identified for Aboriginal and/or Torres Strait Islander applicants in line with Section 41 of the Anti-Discrimination Act 1998 (TAS).

About the Palawa Business Hub:

The Palawa Business Hub is a dedicated space for Aboriginal and Torres Strait Islander businesses to grow, collaborate, and thrive. We support First Nations self-determination through business development, connection to markets, and capability-building opportunities.

Position Overview:

The Business Engagement Officer (BEO) plays a pivotal role in strengthening economic opportunities for Aboriginal people and businesses across Lutruwita/Tasmania. This role focuses on building respectful relationships within the Aboriginal community and connecting Aboriginal Businesses and entrepreneurs with the tools, guidance, and networks they need to thrive.

The BEO will support Aboriginal-led initiatives and foster engagement with the broader economic community, and contribute to sustainable business growth, economic empowerment and cultural integrity.

Key Responsibilities:

Community Engagement

- Build and maintain respectful, culturally appropriate relationships with Aboriginal and/ or Torres Strait Islander people interested in business development.
- Attend community and industry events and provide outreach support to engage with the Aboriginal and/or Torres Strait Islander business community.
- Encourage and promote Aboriginal and Torres Strait Islander participation in business development programs, events, and workshops facilitated by the hub.
- Support the planning and delivery of workshops, events, and community conversations that strengthen the Aboriginal and Torres Strait Islander business ecosystem.

Support & Guidance

- Assist Aboriginal and/or Torres Strait Islander people with accessing information around grants, training, services and mentoring opportunities relating to business.
- Provide information to Aboriginal people who are interested in starting or growing a business.
- Connect clients with culturally appropriate financial, legal and business resources and information.

Communication, Promotion & Reporting

- Promote Aboriginal-owned businesses and their services through the Palawa Business Hub Business Directory, events and digital platforms.
- Contribute to newsletters, social media, and outreach materials to highlight community success stories to elevate Aboriginal businesses.
- Maintain accurate records of community engagement, participation, and outcomes to support program reporting, evaluation, and continuous improvement for Aboriginal business initiatives.
- Support engagement with partners, funders and local community.

Key Selection Criteria:

Essential

- Is an Aboriginal and/or Torres Strait Islander person, accepted by and involved in the Tasmanian Aboriginal community. And has involvement in the Tasmanian Aboriginal community.
- Strong organisational and administrative skills.
- Excellent written and verbal communication skills.
- Well-developed communication and relationship-building skills.
- Ability to work independently and manage multiple tasks with cultural sensitivity.
- Experience supporting programs or projects, preferably in a community or business setting.
- Ability to maintain privacy and confidentiality at all times, with integrity, and professionalism.
- High level of digital literacy.
- Willingness to undertake on-the-job training and work collaboratively in a team.

Desirable

- Knowledge of small business operations and economic development.
- Familiarity with grant programs, government services and related initiatives.
- Experience organising workshops or community events.
- Ability to advocate for Aboriginal interests with external stakeholders.
- Basic understanding of grant reporting or impact measurement.

Benefits to working for Aboriginal people with Marrawah Law/ Palawa Business Hub

- Culturally safe workplace with flexible work arrangements.
- Access to professional development opportunities.
- This role offers the chance to actively support the economic empowerment of Aboriginal and Torres Strait Islander businesses in Lutruwita/Tasmania, contributing to a stronger, more self-determined Aboriginal economy.

Pre-employment Conditions

The successful applicant must provide the following prior to appointment:

- A current driver's licence.
- A current Registration to Work with Vulnerable People.
- A current National Police Check.

Applications to be received via email - info@palawahub.com.au by 12 pm, Sunday 15 June 2025.

For further information about this role, please get in touch with the Hub - info@palawahub.com.au