

# Bawinanga Aboriginal Corporation



## Chief executive officer (CEO)

### Position profile and selection criteria

<b>Classification:</b>	Fixed term contract
<b>Location:</b>	Maningrida
<b>Salary:</b>	\$140,000 to 150,000 p.a. plus salary packaging of \$16,719 p.a. 12% employer superannuation contribution Six weeks annual leave Rent-free accommodation, telecommunications and vehicle package
<b>Applications close:</b>	31 March 2013

### Environment

Maningrida is a picturesque, well established community with approximately 3500 residents (including township and homelands) and is located approximately 500 kilometres east of Darwin overlooking the Arafura Sea. The community is serviced by a school, health clinic, police station and a variety of small enterprises, including two retail outlets and fuel stations. There are a number of sporting activities available and a public swimming pool. Maningrida is easily accessible with two daily flights to Darwin via Airnorth and two barges each week.

### Governance

Bawinanga Aboriginal Corporation (BAC) is a large Aboriginal owned and controlled organisation with annual turnover of approximately \$35m. It has a long and proud history of delivering services to Aboriginal people. BAC is directed by an executive committee that is elected annually by the members at the corporation's annual general meeting. Policies formulated at the executive level are implemented under the leadership of the chief executive officer (CEO) and the management team in conjunction with other staff members in each program area. BAC provides services to 35 outstations, administers some 50 grants, operates a large CDEP program, and manages a suite of businesses.

#### Governance support

The CEO will develop a strong, effective and supportive role with the directors and never work in isolation from them. The CEO will:

- assist in the training of directors and interested members in appropriate corporate governance standards as required by the regulator and funding agencies
- ensure BAC complies with all legislative requirements and grant funding conditions while supporting the directors to perform their roles and duties to achieve this outcome
- provide high quality professional business advice and support the development of strategic plans by the directors
- be responsible for implementing all director approved strategic plans
- provide all necessary reports to the directors in a timely and coherent manner so that they will have the best possible conditions to make informed decisions about the operations of BAC
- work with the directors to review the operations and financial position of the corporation at least every three months and update the strategic plan on the basis of informed review
- assist directors to perform their role when representing the corporation to external parties and stakeholders in all environments

## Reporting relationships

The following positions report to the CEO—chief financial officer, grant funding manager, human resources manager, managers of individual business units, any other directly engaged employees, contractors and consultants as employed or commissioned at any given time.

## Selection criteria

Applicants must be able to demonstrate the possession of the following competencies.

### Leadership

- Proven leadership at the chief executive officer level with the ability to understand and implement legislation that affects the corporation and a range of stakeholders.
- High-level strategic planning skills and knowledge of corporate management requirements.
- Delegation skills to ensure the achievement of outcomes, accountability of staff and the development of employees' abilities.
- Understanding of the application of contemporary human resource management principles.

### Policy implementation

- Sound knowledge of public policy issues as they affect Indigenous communities, government agencies or service organisations.
- Experience in developing and implementing policy relevant to the operations of Indigenous or other corporations.
- An understanding of the public policy associated with Indigenous affairs and community involvement.

### Governance and compliance

- Demonstrated capacity to administer legislation.
- Ability to support the directors to make informed decisions on behalf of their constituents.
- Knowledge of statutory, legal and contractual obligations.

### Financial results

- Extensive experience in successful financial management.

### Community development

- Demonstrated ability to apply knowledge of sustainability and its application to the economic, social and environmental principles as applied at an organisational level.
- Considerable experience in dealing with stakeholders and special interest groups.
- An understanding of Indigenous culture and the ability to work with Indigenous people.

### General management competencies

- Excellent interpersonal and communication skills.
- Excellent decision-making skills and an analytical approach to problem solving.
- Advanced negotiation and influencing skills.
- Advanced conflict management skills.

### Qualifications and experience

- A degree or equivalent in a relevant tertiary management, business and/or public administration discipline with comparable work experience is required for this position.