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**DUTY STATEMENT**

**POSITION TITLE:**

Chief Executive Officer (CEO)

**POSITION OBJECTIVE:**

To be responsible for the effective management and development of Waltja Tjutangku Palyapayi Aboriginal Corporation (Waltja) as an innovative and leading Indigenous organisation, representing members from the central desert region.

**ACCOUNTABILITY:**

The CEO is accountable to the Executive Directors and elected Board of Directors

**DUTIES AND RESPONSIBILITIES**

The overall success of the organisation will require the following areas of responsibility to be managed effectively by the CEO:

**Strong Indigenous Governance and Advocacy**

* Supporting the Executive Directors to effectively govern the organisation through active participation, training and skills development.
* Ensuring activities, decisions and actions of the Board comply with the current CATSI Act governing Aboriginal Corporations.
* Implementing the Strategic Business plan, policies and directions of the Executive.
* Ensuring the development and implementation of an ongoing evaluation process for Waltja.
* Ensuring that all programs and staff work in a strength based respectful way to support the maintenance and practice of Aboriginal culture and the self determination of Aboriginal families.
* Managing and strengthening Waltja’s stakeholder partnerships and relationships.

**Financial Management**

* Ensuring the solvency of the organization through regular management of individual program budgets, expenses and income.
* Managing and acquitting programs and activities to specified contractual agreements
* Planning for Fundraising activities and the generation of funds to provide services.
* Forecasting profit / loss reports and guiding Board of Directors in decision making processes that ensure Waltja’s continuance.

### Program Management

* Evaluating and monitoring all programs in conjunction with the Executive Directors to ensure that programs are meeting Waltja members’ needs
* Working with Executive Directors, Staff, other NGO and appropriate Government bodies to identify and develop new programs, including submission and report writing.
* Ensuring that Project Managers and Coordinators understand and meet all contractual obligations for Waltja projects.
* Improving the effectiveness and efficiency of existing and new Waltja programs.
* Work with Directors to further the business growth initiatives for the organisation.

## Human Resource Management

* In conjunction with the Waltja Board of Directors, be responsible for the recruitment, selection, induction of and ongoing training of staff.
* Monitor staff performance through staff meetings, developing mentoring relationships between staff, performance appraisals and professional development.
* Succession Planning for the engagement and employment of Indigenous staff.
* Leading a team of approximately 25 staff.
* Managing effective teams of staff, addressing team building, employment pathways and conflict resolution.

**Organisational Fit**

* Demonstrating through your actions, leadership and relationships with staff, Directors and members your commitment to Waltja’s values.

**ADDITIONAL TERMS AND CONDITIONS OF CEO CONTRACT:**

Salary $135,200 to $141,000 cash component

Salary Sacrifice Adds $15,000 cash to your base wage

Super 15% for a nonsmoker, otherwise 9.5%

Living Allowance $5200 per year

Annual leave 6 weeks paid leave and leave loading

Personal leave 15 days paid leave (conditions apply)

Compassionate 5 days paid leave (conditions apply)

Remote travel $60/night and accommodation paid for.

Interstate We use ATO as a guide

Reimbursements after successful probation

* + - * Relocation expenses: receipts up to $5000
			* Yearly travel insurance up to $600
			* Professional development relevant to this position: up to $4500 in fees and study time.
			* Australian airline lounge membership to $650
			* Yearly travel amount –receipts up to $3300

Also available:

* All stationery
* Portable laptop and printer
* Portable Wifi broadband and associated costs
* ipad
* iphone provided and reimbursement of work calls
* A dedicated Toyota Yaris approx. 1300cc- refueled for own private use, refueled by Waltja for workshops and related business.
* Swag and T-shirts for uniforms