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**SELECTION CRITERIA FOR THE CEO POSITION**

APPLICANTS MUST demonstrate by written response their capacity to meet the following duties and responsibilities for this position.

**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.

**In addition to demonstrating capacity to meet the above duties and responsibilities, applicants MUST**

* hold a current Australian driver’s license
* have qualifications relevant to the position
* be willing and able to travel to and camp in remote areas of central Australia.

Short-listed applicants will be asked to provide contact details for three referees.

If selected, your appointment will be conditional upon obtaining a medical clearance, a police clearance, and a Working with Children (Ochre Card) clearance .

**Forward your response to the Selection Criteria with a brief cover letter and a current resume addressed to:**

Executive Director/ Confidential Job application:

Waltja PO Box 8274, Alice Springs, NT 0871 or email: executive@waltja.org.au