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| **POSITION DESCRIPTION** | | | |
| **Role Title:** | **Executive Manager – Business Services** | | |
| **Classification:** | EBA Salary | **Date Approved:** | 8th August 2017 |
| **Reports to:** | CEO | **Unit:** | Business Services |

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| **ORGANISATIONAL CONTEXT** |
| Julalikari Council Aboriginal Corporation (JCAC) is governed by an elected body representing the Aboriginal community of Tennant Creek and the surrounding Barkly region. JCAC’s functions and services include delivery of civic services, an Arts and Culture Centre, construction projects and building maintenance, land management and nursery, and housing and community services.  Julalikari Council has a deep commitment to Aboriginal participation in the design and delivery of its programs and services. This has helped JCAC pioneer the design and delivery of many programs which are now adopted by governments and other Aboriginal service providers across Australia.  **Our Vision**  **Manu Anyula Parkamarri Wilyangka**  *Our Country, us mob, hold it strongly*  **Mappungku Anyula Maputarri**  *Together we will build*  **Yiwaji Pinangkaltinjiki**  *Pathways to learning*  **Our Values**  **Respect:** Our Country, to treat one another and others with respect.  **Integrity:** Us Mob, to be truthful, honest and ethical in our dealing with each one another and others.  **Accountability:** Hold it Strongly, to take responsibility for what we do and the decision we make.  **Unity:** Together we will build, to speak and act as together hearing all people.  **Quality:** Pathways to Learning, seeing every task as an opportunity to improve what we do. |

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| **PRIMARY PURPOSE AND FUNCTION OF THE ROLE** |
| Forming part of the Executive Management Team, the Executive Manager – Business Services is integral to achieving the vision of JCAC by maximising the strategic opportunities available to the organisation and its related entities by identifying, pursuing and implementing economic development proposals and opportunities.  Current commercial interests, include:   * Nyinkka Nyunyu Art and Culture Centre; * BP Service Station (joint venture arrangement); * Foodbarn IGA (joint venture arrangement); and * Housing and Construction   Crucial to the role is the ability to:   * Think and plan strategically in conjunction with the Executive Management Team to achieve organisational objectives; * Lead and develop culturally diverse and geographically dispersed teams; * Establish and maintain mutually beneficial relationships with stakeholders; * Hold accountability for contract management, budgets, performance frameworks and performance analysis; * Identify and develop opportunities for business growth; and * Demonstrate a practical ‘hands on’ approach to leadership.   The Executive Manager – Business Services will be a highly resourceful team player, with an entrepreneurial spirit, passion for sales and a proven track record of success, who takes a hands-on approach to building business opportunities. |

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| **KEY RESPONSIBILITES** | **KEY PERFORMANCE INDICATORS** |
| **Leadership**  Lead, build and develop culturally diverse teams and staff to create a dynamic, client-focused organisation.  Ensure Julalikari is considered a leading community based organisation in terms of client service and program delivery credibility. | * Julalikari is recognised as an employer of choice, particularly for Aboriginal people. * A positive culture of sharing, support, communication and cooperation is promoted. * Performance and/or behavioural issues within teams or by individual staff members is addressed in a fair and transparent manner. * Staff are actively consulted and engaged in a learning and development framework which meets organisational priorities and individual learning needs. * Staff are supported to understand their roles, their KPIs and are encouraged to perform in a proactive manner. * A culture of staff reward, recognition and acknowledgement is practiced. * Lead by example with all behaviors and actions congruent with Julalikari Policies and Procedures. |
| **Relationships**  Establish and maintain productive relationships within the community, local Indigenous organisations, peak bodies, businesses, not-for profit organisations, government departments and other key stakeholders.  Ensure relationships are founded upon integrity, are congruent with Julalikari objectives and are mutually beneficial. | * Effective relationships with key stakeholders, including federal and territory governments, private entities, and philanthropic entities is developed and maintained. * Develop and maintain Strong relationships with Traditional Owners is developed and maintained and all economic development activities have the support, and buy-in of the relevant family or estate group (where appropriate). * A strong culture of collaboration and cooperation with other Julalikari Business Units is promoted. |
| **Contract Management and Performance**  Hold accountability for management and reporting requirements of commercial contracts and agreements | * Consistent high level performance (as appropriate to the commercial interest) is achieved against established benchmarks. * No contractual breaches or performance related matters are identified by funding bodies or commercial partners. * All reporting, acquittals and/or performance reports are submitted as required. * Compliance requirements with Julalikari’s LOGIC database are maintained. |
| **Business Development**  Maximise the strategic opportunities available to the organisation and its related entities by identifying, pursuing and implementing economic development proposals and opportunities. | * In consultation with key internal and external stakeholders, a strategic economic development plan is developed and implemented which: * incorporates all JCAC assets; * identifies preferred options for income generating activities (including potential joint venture opportunities); and * sets out timelines, sources of funding and key milestones. * Funding opportunities for business development activities associated with other JCAC Business Units are identified and pursued. |
| **Occupational Health & Safety**  Safe workplaces and environments are provided and maintained for Staff, Clients and external stakeholders. | * A positive workplace culture free of bullying, harassment and discrimination is promoted. * All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken. * Immediate intervention occurs wherever unsafe work practices are observed. |
| **Aboriginal Ways of Working**  Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities. | * Business development focuses on outcomes, is culturally appropriate, invests time and resources into community consultations; and applies a strengths’ based approach. * Aboriginal clients, staff and communities are supported in a way which protects and respects their cultures. |

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| **KEY RELATIONSHIP/REPORTING LINES** |
| **Accountability**  This position is accountable to the Chief Executive Officer.  **Executive Management**  This position works with the Executive Management Team.  **Direct Reports**  The position has the following direct reports:   * Arts Centre Manager * Construction Manager   **General Relationships**  Build effective relationships across the organisation with Local, State and Federal Governments, business and community groups and Aboriginal communities. |

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| **ESSENTIAL CREDENTIALS** |
| It is a requirement of Julalikari for Executive Managers to provide a current National Police Certificate and a current Ochre Card (Working with Children Check).  Julalikari reserves the right to immediately terminate employment and/or withdraw offers of employment where it is deemed previous criminal (unspent) charges and/or pending charges may bring the Corporation and/or programs or services delivered by the Corporation into disrepute.  In addition, from time to time, funding bodies require Executive Managers to undertake a ‘financial and credential check’. Anomalies raised by the Department may result in employment being terminated and/or an alternative role being provided.  A current drivers licence is a requirement of the role. |

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| **SELECTION CRITERIA** |
| *Candidates for the position of Executive Manager – Business Services* ***must*** *address the following selection criteria:*  **Essential Criteria**   * Minimum three (3) years’ experience in a business development role, or similar area. * An ability to develop through knowledge and understanding of the marketplace in which JCAC and its related entities operate, including a demonstrated awareness of the relevant policy context. * Strategic and analytical skills and demonstrated capacity to provide high level financial and 'opportunity' analysis of potential income-generating activities with the ability to identify, assess and develop business proposals. * Ability to develop and maintain strong networks across a diverse stakeholder group and a demonstrated aptitude for gaining agreement to proposals and ideas by ensuring buy-in and ownership. * Excellent written and verbal communication skills with the ability to effectively communicate complex concepts using plain English. * Previous experience working with Aboriginal Australians and/or organisations and/or a demonstrated understanding of the social, economic and environmental factors impacting on remote communities.   **Desirable**   * Tertiary qualifications in business services (ie. Commerce, Economics, Business Administration, etc) * Experience in project management and driving the lifecycle of projects. |

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| **APPROVAL** | |
| **Employee Name:**  **Employee Signature:** | **Date:** |
| **Managers Name:**  **Managers Signature:** | **Date:** |