**WIRRIMANU**

**ABORIGINAL CORPORATION**

**(ICN: 289)**

##### Applicant

##### Job Package

**Position: Chief Executive Officer**

**Applications close: 8th November, 2013**

**WIRRIMANU**

**ABORIGINAL CORPORATION**

**(ICN: 289)**

**Chief Executive Officer**

Please find attached the following information to assist you with any queries you may have about the position and Wirrimanu Aboriginal Corporation.

* Advertisement
* Job Description
* Selection Criteria

*(Please note that this document contains the essential and desirable selection criteria for the position).*

Prospective applicants requiring further details about the position are required to contact:

Mr Dallas Widdicombe 0458 613 493 or email dallas.widdicombe@wirrimanu.org.au

**Applications will be accepted up to 5:00 PM on Friday November 8th, 2013 in any of the following ways:**

1. By email: dallas.widdicombe@wirrimanu.org.au
2. By fax on (08) 9168 8950

#### IMPORTANT INFORMATION FOR APPLICANTS

To apply for the Wirrimanu Aboriginal Corporation advertised position you need to send the following:

1. Current Curriculum Vitae (Resume).
2. A written statement addressing each selection criteria.
3. If possible, your application should be typed. If not, make sure your handwriting is neat and easy to read.
4. Contact details of two recent referees.
5. Copy of any trade or academic qualifications that are relevant to the position.

**Advertisement**

**WIRRIMANU**

**ABORIGINAL CORPORATION**

**(ICN: 289)**

|  |  |
| --- | --- |
| **Job Title:** | **Chief Executive Officer** |
| **Full time / part time** | Full time |
| **Closing date:** | 8th November, 2013 |
| **Location and state:** | Balgo Hills Community  WA |
| **Salary & Conditions:** | $105,000 -$115,000 |

Wirrimanu Aboriginal Corporation is seeking a Chief Executive Officer.

The successful applicant will have a high level of skills and knowledge relevant to the major functions of a Chief Executive Officer of a local Aboriginal Corporation.

A sound knowledge of Aboriginal culture, strategic planning & management, financial management, community development, funding body requirements and human resource management.

The CEO’s key duties include, but are not limited to, the following

* Manage the day to day operations of WAC in consultation with directors
* Contribute to the strategic leadership and management of the corporation under the direction of the Directors of the corporation.
* Oversee the operation of activities relating to the core funded programs.
* Communicate effectively with community members, government representatives and non-government organisation
* Work collaboratively with funding bodies and consultants to initiate strategies and projects to develop governance capacity of community

### How to apply and contact for more information

To obtain the Applicant Job Pack please email dallas.widdicombe@wirrimanu.org.au or phone Dallas Widdicombe on 0458 613 493

For further information about the position please contact Dallas Widddicombe on 0458 613 493.

Applicants must address the selection criteria and provide a resume outlining qualifications and experience.

**Job Description**

**Key Duties**

The CEO’s key duties include, but are not limited to, the following:

**Roles and duties of the position:**

* Manage the day-to-day operations of Wirrimanu Aboriginal Corporation (WAC) in consultation with and/or at the direction of the Board of WAC.
* Contribute to the strategic leadership and management of the community;
* Ensure core funded programs are operated efficiently and that all assigned money is spent in line with funding agreements and for the benefit of the community;
* Manage community projects as required;
* Organise and supervise the maintenance and security of WAC assets, including the Balgo Aerodrome, buildings and facilities, motor vehicles, machinery, plant and equipment;
* In consultation with the directors of the corporation identify areas for improvements of Balgo community and develop, implement and evaluate those improvements;
* In consultation with the directors of the corporation develop continued income and assist in the implementation of such projects.
* Provide regular updates to the Board of Directors regarding the performance of funded activities, community issues and any other issues relevant to WAC business;
* Identify opportunities and secure funding for new community projects.
* Encourage and identify employment opportunities for the community of Balgo;
* Regularly liaise with funding bodies and stakeholders, together with the non-government bodies and agencies within the Balgo community;
* Implement, monitor and update procedures as outlined in the Policy and Operational Procedures manuals;
* Ensure records are accurately maintained for all aspects of operations and statutory requirements are kept current;
* Perform other functions as required by the Board of Directors that are of benefit to the community.

**How is the position important to the management and governance of the**

**corporation?**

* Without CEO's management and governance of the Corporation, the Corporation would go into decline and eventually fail.
* It is important to the directors that the CEO has a good understanding of the management and governance of the Corporation so as to provide direction and support as required.

**Other information**

- Establish and maintain positive and respectful relationships with Balgo community elders, community groups, community members and WAC staff;

- Be open and transparent in communication with WAC directors and staff (where appropriate) regarding expenditure (where appropriate) to ensure funds are spent appropriately and decisions regarding expenditure are made for the benefit of the community;

- Major expenditure and changes within the community to be done in consultation with the directors;

- All duties to be performed in Balgo;

- Personal leave at any one time to be no more than 4 weeks;

- Encourage and provide training for all staff (and self) to be multi-skilled, so that all roles are covered whilst any employee is absent from the community;

- Ensure all external full-time staff are provided with an employment contract to assist with position security;

- Must be prepared to remain and appropriately function in their position of CEO for a period of no less than two years.

**Selection Criteria**

The following criteria reflect the abilities, qualifications, experience, standard of work performance and personal qualities sought in the position. The completed selection criterion by the applicant is the equivalent of the ‘first interview’ and provides an opportunity to showcase your relevant skills and experience.

**Essential**

**Criterion 1**

Knowledge of Aboriginal culture, protocols and a good understanding of the political social and economic factors that affect Aboriginal and Torres Strait Islander people.

**Criterion 2**

Demonstrated knowledge and experience to effectively deliver high quality programs and projects: including preparation of successful grant applications, monitoring, reporting and evaluation.

**Criterion 3**

A sound knowledge of corporate governance and best practice management skills.

**Criterion 4**

Experience with financial planning and management, including preparing and monitoring project budgets.

**Criterion 5**

Demonstrated capacity to think strategically and manage multiple responsibilities in a timely and effective manner (including. - high level problem solving and flexibility of approach to meet deadlines and maintain quality work when faced with changing priorities).

**Criterion 6**

Qualification in management, business or demonstrated equivalent experience.

**Criterion 7**

Demonstrated high level interpersonal and communication skills in a culturally diverse environment.

**Criterion 8**

Sound knowledge of Equal Employment Opportunity, Occupational Health and Safety Act requirements (Work, Health and Safety Laws).

**Criterion 9**

Current and valid Australian drivers licence as the successful applicant will be required to travel other communities and other towns/cities as part of their duties.

**Desirable**

* Demonstrated human resources management skills, financial management expertise and strong written/oral communication skills
* Familiarity with administration and management computerised systems
* Extensive experience in multi-level liaison, including the NGO, government and corporate sectors

**Qualifications/Education**

Tertiary qualification in a relevant degree with a community management or development component **OR** proven experience at an executive/senior level in a community based organisation.

**Conditions and benefits**

**Salary**

$105,-$115,000

**Annual Leave**

4 weeks, with 17.5% leave loading

**TOIL**

3 weeks per annum, to be taken as follows:

5 working days after 3 months employment

5 working days after 6 months employment

5 working days after 9 months employment This leave cannot be accumulated

**Remote Leave**

7 days per annum

**Travel Allowance**

Reimbursements for Annual travel is provided for the incumbent and partner to/from the place of recruitment at the completion of 12 months continuous service to a total of $5000 per year. This is only valid if leave is taken during the term of employment and is not cumulative.

**Probation**

A probation period of three (6) months applies from date of commencement.

**Contract**

24 months, renewable (subject to funding arrangements).

**Hours**

This is a full time position. The appointed CEO will be expected to work such reasonable hours as are necessary to carry out the responsibilities of the position as set out in the position description. The agreed salary takes into account the requirement to attend Corporation meetings and/or work in excess of the standard number of ordinary hours and therefore no overtime payment will be made.

**Starting Date**

ASAP

**Relocation**

Relocation costs (appointee and partner, and personal effects) up to a maximum of $2,500.

**Accommodation**

The Corporation will provide suitably fully furnished accommodation, utilities including electricity and water as required. The value of these benefits will be calculated as part of the remuneration package total.

**Vehicle**

A four-wheel drive vehicle will be provided for corporation business use and is available for limited private use.

**Criminal History Check**

Applicants must supply evidence of a recent Australian Federal Police criminal history check upon being short-listed for interview.

**Application for Employment Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Applied for: *Chief Executive Officer*** | | | | | |
|  | | | | | |
| **Applicants Details** | | | | | |
| Given name: | | Family name: | | | |
| Street address: | | | | | |
| Postal address: | | | | | |
| Home Ph: | Work Ph: | | | Mobile Ph: | |
| Fax: | E-mail: | | | | |
| Are you an Australian citizen *or* have the status of permanent resident in Australia? | | | | |  |
| **Referee Contacts** (provide name, position, phone number and organisation) | | | | | |
| *Referee No.1* | | | *Referee No.2* | | |
| *Referee No.3* | | |  | | |

……………………………………………….…………….… ……………………………….

*Applicants signature Date*

If you have any queries regarding your application, or any other matter, the Contact Person will be able to assist you. You will be notified of the results of your application as soon as practicable.

If you are called for an interview and have any special requirements (e.g. wheelchair access to building), advise the Contact Officer. *The corporation is not required to refund any costs involved in attending interviews.*

|  |  |
| --- | --- |
| **Office Use Only** | |
| Date of notice to applicant: | Interview: Yes No |
| Interview date/time: | Docs sighted by: |

**Guide for job applicants**

**INTRODUCTION**

The suitability of applicants is assessed using a competitive selection process. The corporation is committed to maintaining equity and fairness in recruitment and selection processes and recognises merit as the primary basis for selection. Merit is determined through an assessment of a person’s abilities, qualifications, experience, standard of work performance and qualities relevant to the performance of the duties of the position.

In this Job Description Package you have been provided with the Position Criteria and Job Description

Description:

* The ESSENTIAL requirement(s) of the job. You must demonstrate that you meet each of the essential requirements, or your application must be culled (eliminated).
* The DESIRABLE qualities - demonstrated ability or experience in any or all of these areas will improve your application.
* The DATE by which you must submit the application. Late applications will generally not be considered unless you have previously contacted the Contact Officer prior to the deadline indicating that you wish to apply and stating valid reason(s) why your application will be late.
* Initial enquiries regarding the job should be directed to the CONTACT PERSON who can provide more information about the job.

**Steps in the process**

**1.** Complete the Application for Employment Form

**2.** Address the selection criteria

**3.** Compile your resume, setting out your particular skills and attributes.

To enable the Selection Panel to give every consideration to your application you will need to

attach details regarding the following areas:

|  |  |
| --- | --- |
| **Claim for position/ addressing the selection criteria** | The advertisement lists certain essential criteria, which will be used to assess your application. It is essential that in your application you address each selection criterion outlining your relevant skills, capabilities, experience and qualifications and using relevant examples from your work or community roles to demonstrate your ability to meet each criterion. If any criterion is not addressed, or insufficiently addressed, your application may not receive further consideration. |
| **Additional Information** | Give details of any additional skills, qualifications, interests, activities, or any other matters, which may assist your claim for the position you seek. You may include:  Languages; short courses; social/sporting interests; computer/technical skills; union membership; driver’s licence; community activities. |
| **Education** | Give details of any school, university or college qualifications and studies completed or being undertaken relevant to the position. Show the institution, years attended and results. |
| **Referees** | Include the names and telephone numbers (during business hours) of at least two (2) referees who can comment on your previous employment.  Referees will be asked to provide information on your past employment and work performance relevant to the selection criteria for this position. |
| **Current resume** | Provide a current resume which includes your personal particulars, employment experience and relevant qualifications.  You may include any temporary or part-time positions and experience gained in Australia or overseas. Information should include title of job, name of employer, dates, positions held, functions and responsibilities. |
| **Promotions/**  **transfers** | If you are applying for a promotion or transfer, do not think that because people may “know” you, a brief application will do. Applicants will be selected for interview from the information contained within their application. If you wish to be considered equally with all of the other applicants you will need to ensure your application is as detailed as it would be if you were applying to any other organisation. |
| **Cultural awareness** | You should expect the selection panel to ask you questions about your experience working with, and engaging with Aboriginal and Torres Strait Islander people. Your awareness and appreciation of Aboriginal and Torres Strait Islander cultural customs is important. |
| **Remoteness** | The selection panel will want to draw out from you your ability to cope with challenges associated with delivering services in remote and regional areas. |

### Closing Date

Applications must be received by 5.00pm on the date specified in the advertisement.

# **Recruitment selection process**

### Interview and Assessment

Interviews and selection are conducted by a panel of at least three people. The panel usually includes a corporation director, an independent (a person not employed by **the corporation)** and another person/s who can contribute to the selection process.

The recruitment selection panel assesses your application against the “essential” and “desirable” criteria of the position. The most competitive applicants are called for an interview where the panel conducts a more detailed assessment.

If called for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. You may also be asked to tell the panel more about particular areas of your application. You will be able to ask questions about the position and provide the panel with more information to help your application.

If you are requested to attend an interview and you have any special needs (for example, wheelchair access to the building) you should tell the person who contacts you about the interview. Interviews may be conducted by telephone if travel distances make it difficult to arrange face-to-face interviews.

You should be available for an assessment from the advertised closing date. The recruitment selection panel will try to ensure that a minimum of two days’ notice for an interview is given to short-listed applicants. Please note that if you are going to be absent from work and/or home at any time within one month following closure of the application period, please note this on your application and, if possible, provide alternative contact details.

The panel discusses which applicant best meets the selection criteria and writes a report which rates the strengths and weaknesses of each applicant. A recommendation is made to either offer the position to the best applicant or take further action (for example, re-advertise the position).