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**PY-Ku Aboriginal Corporation (ABN: 74 039 416 226) (ICN 7542)**

**PO Box 4607, Alice Springs, NT 0872**

**Ph: 08 8954 8029 Fax: 08 8956 2971 Email: manager@pyku.com.au**

***PY Ku is an Aboriginal owned organization committed to the development of an Aboriginal workforce***

**POSITION DESRCIPTION**

Title: **General Manager**

 **PY-Ku Aboriginal Corporation**

Location: Based in Umuwa on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in the north-west of South Australia

Hours: 38 hours per week

Annual Leave: 6 weeks per year

Salary Package: Salary package is negotiable depending on experience and qualification from $80,000 - $100,000 including 9.5% superannuation and leave loading.

Conditions: Some relocation expenses provided through negotiation.

 Accommodation of two bedroom furnished house at Umuwa.

 Vehicle provided for work with restricted private use negotiated.

 Extensive travel throughout the APY Lands and intra state.

 Must be prepared to undergo a federal criminal record check.

Responsible to: PY-Ku Aboriginal Corporation Board of Directors.

Positions supervised:

Majority female Aboriginal staff numbering 15 to 20 casual employees:

Located in 5 transaction centres in Pipalyatjara, Amata, Mimili, Fregon and Indulkana.

The PY-Ku Aboriginal Corporation owns and manages a network of Remote Transaction Centres combining service delivery for government agencies and community access to technology.

Income is attracted through fee for services and tenancy of offices and meeting spaces. Present major service provider customers include the Department of Human Services for Centrelink service delivery, Services SA in Amata for vehicle registration, Dept. Prime Minister and Cabinet and Skill Hire (providers of the Regional Jobs and Communities Program). Lesser income is derived from service providers including the SA Courts, NPY Women’s Council and other interest groups.

Income contribution also is derived from residential housing owned by PY-Ku with long and short term tenancy agreements at Mimili, Amata, Pipalyatjara and Umuwa (the general manager’s residence)).

Since its inception in 2008 the PY-Ku Corporation has had income subsidised through Federal funding grants. The present grants have now expired and the Corporation must develop further in an aim to be a self-funded and viable business into the future. This will require consolidation of present income, increasing capacity and attraction of new income and improved efficiencies of operation. Further funding may be attracted through new government or non-government sources.

The general manager will also facilitate improved implementation of governance protocol in consultation with the PY-Ku Board of Directors.

This is a challenging and rewarding position for a person who has experience in and understanding of Aboriginal Culture and sensitive communication ability, business management and knowledge of government and non-government agency protocol. A commitment to support and promote the business of PY-Ku and attract ongoing support and funding to develop and consolidate the business is a priority.

The position has a commitment to ongoing training and development of staff and recruits.

The general manager has available the services of an accountant and IT consultant based in Alice Springs. The IT network is managed remotely from Alice Springs.

The general manager must be multi-tasking and has responsibility for operational and financial management and must be prepared to work in multi-level management such as directly and remotely managing staff and purchasing supplies to higher level management requirements including managing budgets, asset management, developing policy and procedures, liaising with government agencies and ensuring compliance with governance regulations.

**GENERAL DUTIES**

1. Ensure PY-Ku Chairperson and Board of Directors are consulted and informed in all aspects of PY-Ku operations and are provided with regular performance reports to enable appropriate decision making processes.
2. Coordinate Board activity to ensure the governance requirements of the Office of the Registrar of Indigenous Corporations (ORIC) and the PY-Ku Rule Book are maintained.
3. Coordinate recruitment, training and support for staff including supervisors and trainees.
4. Develop and implement strategies for the ongoing progression of the PY-Ku Corporation to increase capacity, community service delivery and income.
5. Monitor operations of PY-Ku Centres.
6. Monitor assets and facilities and ensure service levels are maintained through appropriate asset management planning and contract management.
7. Monitor and maintain administrative supplies and equipment including electronic services.
8. Liaise with relevant government agencies, service providers and Anangu organisations to:
	1. Negotiate fee for service agreements and contracts for delivery from the PY-Ku network;
	2. Ensure appropriate use of facilities for maximum income.
9. Prepare funding and operational reports for funding agencies as required.
10. Facilitate and coordinate training and development plans and program delivery through training providers, both general and service delivery specific, to meet the needs and aspirations of the PY-Ku Board and staff.
11. Maintain and deliver a booking system for office and accommodation centres and forward purchase orders or alternative payment methodology to accountants to prepare and deliver invoices.
12. Liaise with Government Business Managers at Amata and Mimili.
13. Develop procedures and guidelines for consistent, effective and accountable operations of the PY-Ku network.
14. Encourage community input into operations of the PY-Ku network through attendance at community forums and liaison with APY.
15. Any other lawful and reasonable duties as directed by the Board

**SELECTION CRITERIA**

**Essential:**

1. Ability to work in a team and foster a supportive work environment.
2. Relevant extensive experience in integrated service delivery, community and regional development programs, project management, asset and infrastructure management.
3. Sound understanding of Corporate governance procedures and the Office of the Registrar of Indigenous Corporations (ORIC).
4. Ability to work in a cross cultural environment and in partnership with staff and under direction of the PY-Ku Board.
5. Experience working in a diverse managerial role with strong organisational skills able to identify priorities, meet deadlines and operate under minimal supervision within a defined budget.
6. Strong verbal and written communication skills with flexibility to meet the needs across diverse groups including Anangu communities, Board members, government and non-government agencies, contractors and other stakeholders.
7. A current driver’s licence.

**Desirable:**

Familiarity with the APY Lands and communities.

Experience in off road driving in 4WD vehicles or a willingness to undertake training.

**APPLICATIONS:**

**If you think you are the person to take on this challenging and rewarding position your application should include the following:**

1. **A cover letter expressing your interest in the position including a written response to each of the essential criteria.**
2. **A brief resume including a list of a minimum 3 referees, at least two being work related.**

**Closing date for your application is COB Friday, 30 January 2015.**

**All enquiries and applications to Bill Ryan,** **manager@pyku.com.au****.**