



POSITION DESCRIPTION

Position title	General Manager		
Contract period	2 years, renewable as agreed and with accruing entitlements, including long service pro rata after 7 years continuous service.		
Position reports to	Palngun Wurnangat Committee	Number of reports	10+
Employment Type	Full-time, 2 year contract. Renewable subject to performance. Must be willing to work occasional weekends.		
Salary	\$100,000.00 per annum		
Benefits	6 weeks annual leave, heavily subsidised rent and utilities, 4 annual return airfares Wadeye – Darwin (pro rata).		
How to apply	Email your resume and statement addressing the selection criteria to info@agmp.org.au . Closing date: 16 September.		

ABOUT PALNGUN WURNANGAT

Palngun Wurnangat Aboriginal Corporation (PWAC) is an independent women's organisation in Wadeye, Northern Territory. *Palngun Wurnangat* means 'women together here' in Murrinhpatha, the main shared language of the Thamarrurr region.

The women of Wadeye have always played an active role in the town's economic, social and cultural development. Through PWAC initiatives, the town's women own a number of enterprises that provide essential services to the community:

- Mi Patha Catering provides catering services, a Takeaway store and bakery, supplying fresh bread and healthy takeaway options to the community.
- The T-House complex houses a coffee shop, Laundromat, retail space selling merchandise and second-hand clothing and a gallery space for selling artwork.
- The Women's Centre is a workspace specialising in printed fabrics, featuring women's contemporary traditional designs, sewing, etching and paintings.
- Annual harvesting of the Kakadu plum.

The profits generated allow Palngun Wurnangat to continue supporting families socially and economically.

THE POSITION

The General Manager is responsible for ensuring Palngun Wurnangat operates as a successful business and with direct current and future business plans in the areas of strategy, financial management, marketing and promotion, purchasing, people management, stakeholder engagement and safety.

Terms and Conditions

Award

In addition to this contract, your employment will be regulated by the Social, Community, HomeCare and Disability Services Industry Award 2010, however, that Award does not form part of your contract of employment with PWAC.

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Key Responsibilities

Leadership and Management

- Plan, coordinate and monitor the implementation of initiatives and workloads associated with the enterprises and services.
- Establish and maintain effective and open networks, relationships and communication channels.
- Comply with workplace and other related legislative requirements including grant compliance
- Significantly contribute to strategic leadership and business planning across Palngun Wurnangat.
- Delegate duties to Managers as appropriate.

Planning administration

- Provide leadership and vision to the organisation by assisting the Board and staff with the development of long range and annual plans, and with the evaluation and reporting of progress on plans.
- Oversee preparation of an Annual Report summarising progress on short and long range plans.
- Research and write discussion papers, analysis documents and proposals are needed to assist the organisation in determining and meeting its long and short term goals.

Relationships and communication

- Contribute to the achievement of effective business systems that support Palngun Wurnangat's strategic directions by building and maintaining effective relationships and networks with internal and external stakeholders and service providers.
- Facilitate consultation and communication with stakeholders to obtain information regarding the ongoing effectiveness of the enterprises, services and policy initiatives.
- Lead, develop and review strategic communication plans in partnership with all relevant stakeholders including Territory and Commonwealth governments, departments and community members and organisations.
- Actively manage relationships with all stakeholders including Government and non-Government sectors.

Strategic advice and support

- Provide timely, relevant, strategic advice to the Board on strategic and operational matters.
- Prepare accurate and reliable briefing notes, policy documents, agenda papers and correspondence for the Board.

Project Management

- Coordinate, develop, implement and monitor projects by:
 - Preparing project briefs
 - Planning, researching information and developing project plans
 - Monitoring, evaluating and reporting project outcomes.
- Establish and manage business support systems to facilitate the achievement of the organisation.
- Establish timelines and monitor and report on the achievements of projects and financial objectives.
- Provide and promote services that enhance outcomes for customers.
- Gather information from a variety of sources; check information thoroughly for errors; manipulate, interpret and present information for a range of audiences; analyse information and issues to identify options and generate alternate courses of action to solve issues.

Organisational contribution

- Provide a safe and healthy workplace for the team. Identify and act on workplace hazards and identify and implement procedures to manage and minimise risks within Palngun Wurnangat.
- Promote the principles of a sustainable working environment through the education of staff at a personal and organisational level.

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- Model ethical behaviour and practices consistent with the Code of Conduct and Palngun Wurnangat stated values.

HR Management

- Recruitment and contracting of staff.
- Employment development and training.
- Policy development and documentation.
- Employee relations.
- Performance management and improvement systems.
- Employment and compliance to regulatory concerns and reporting.

Financial management

- Provide recommendations regarding investments and cash strategies.
- Oversee preparation of annual budget, regular variance statements and annual audit.
- Provide vision regarding overall financial health of the organisation.
- Provide vision and leadership in long-range fiscal planning to ensure the continuity and solvency of the organisation.
- Provide recommendations regarding effective utilisation of long and short-term debt, including refinancing and purchasing/sales.
- Oversee fundraising efforts.

Relating and communicating

- Communicate clearly on complex issues with key stakeholders.
- Develop strategic networks to increase team effectiveness and achieve organisational goals.
- Use negotiation and influence skills to convey information and mediate conflict.
- Effectively communicate and build professional relationships and engender cooperation at a senior level.
- Negotiate and develop solutions to complex issues utilising a high level of verbal and written communication skills, and provide high-quality work in limited timeframe.

Customer focus

- Communicate the organisations vision to stakeholders.
- Identify trends and developments that may affect the organisation's abilities to meet current and future directions and goals according to the Strategic Plan.
- Implement improved strategies and service standards to increase effectiveness.

Achieving Objectives

- Manage current resources and develop plans to maximise use of available resources.
- Set strategic goals and performance measures for business and communicate them to the team.
- Guide and support team/individuals to achieve goals on time and maintain high performance standards.
- Understand political systems. Monitor the trends within the political environment, display understanding of current political systems and base actions to suit the current political climate.

Personal drive and professionalism

- Establish links between operational and strategic goals, and the organisational values.
- Analyse the requirements of complex projects, identify key issues, establish options and set priorities.

Continuous improvement

- Lead change and develop new concepts and procedures to improve services and maximise performance.

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- Analyse and integrate information and data to implement creative solutions and implement strategies that minimise risk.
- Monitor decision making processes to adapt to changing customer and organisational needs.

Personal competencies required

- Maintain high standard work practices and ensure integrity, respect and confidentiality.
- Strong organisational, decision-making and problem solving skills.
- Superior communication and interpersonal skills and ability to engage people at all levels.
- Understand and knowledge of Quality, OH&S and Equal Opportunity policies.
- A collaborative and inclusive approach to teamwork.
- Ability to work unsupervised.
- Ability to manage competing priorities whilst maintaining attention to detail and meeting deadlines.
- Coaching, management and supervisory skills.
- Cultural intelligence relating to indigenous cultures and issues.

SELECTION CRITERIA

- A minimum of three years' experience in business management, planning and financial oversight.
- A minimum of three years' experience in personnel management, including hiring, supervision and evaluation.
- Demonstrated experience working with an Indigenous Board of Directors and Committee.
- Qualification, preferably Postgraduate, in a relevant discipline or equivalent experience.
- Demonstrated experience successfully negotiating funding opportunities.
- Experience managing and supervising a staff team, including contractors and volunteers.
- High-level experience in coaching and personal development for staff.
- Experience in policy development and adhering to legal and organisational obligations.
- Proven experience in business, financial, stakeholder and people management and customer service.
- Proven track record of positively influencing change through organisational systems and consultation.
- Demonstrated experience in operational development.
- Demonstrated ability to work in a proactively diverse and inclusive organisation.
- Display an understanding of social enterprise and the needs and dynamics of small-scale creative business and initiatives.
- Successful Police Check clearance.
- Current Manual Drivers Licence.

This Position Description forms part of the employee's Employment Contract.
The employee's duties may be changed by the employer at any time to meet business requirements. The employer may from time-to-time request the employee to undertake duties that are not outlined in this position description.

Position holder's signature

Director's signature