Contract of Employment

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**POSITION DESCRIPTION**

**Key Responsibilities**

The Employee is employed by NAC as its Chief Executive Officer (CEO).

NAC provides services and support to the Ngarluma Entities.

The CEO must oversee the day to day operations, implement the strategic goals and objectives, and enable the Boards to fulfil their governance function, provide strategic direction in community development and planning for NAC and the Ngarluma Entities.

**Position Description**

Responsible to: The Board of Directors of each of the Ngarluma Entities

This position: Chief Executive Officer

Position under direct Administration Manager

Supervision: Heritage Manager

Project Manager – Trust, Mt Welcome NASH, NNL

Bookkeeper

In house lawyer (existing)

Any other positions as amended from time to time

Other positions under control: All other staff

Reception (currently being advertised – temp filling position)

Over the next 3 to 5 years, it is anticipated the total staff compliment may be in the order of 15 to 20.

**Statement of Duties**

1. Provide high level strategic and operational advice to the different Boards of Directors.
2. Overall responsibility for corporate compliance and corporate development.
3. Support the operation and administration of the different Board of Directors by:
4. consulting with the Chairperson/s and overseeing preparation of the Agenda for Board Meetings;
5. overseeing the preparation of all meetings including meeting notices, agendas, logistics, Board papers and minutes of the different entities;
6. compiling annual reports and oversee that regular newsletters are sent out;
7. consulting with Accountant, Bookkeeper and Auditor to prepare and present financial statements as necessary;

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1. compiling and recommend a yearly budget for approval;
2. ensuring resolutions made by the Board are properly implemented;
3. managing Directors’ training and transitions including inductions;
4. managing staff, including induction, contracts and staffing reviews;
5. ensuring compliance with the various constitution, trust deeds and rule books;
6. developing, maintaining and implementing the policies and procedures in the policy and procedures manual;
7. When requested, representing the Chairperson/s and the Boards at all levels of Government and at community forums to promote the aspirations of the NAC and related entities.
8. Oversee the development and implementation of the different entities’ strategic and operational plans.
9. Engage and manage professional external advisors to assist the entities to carry out their functions and achieve their objectives.
10. Maintain and develop effective communication with members.
11. Provide direction in the development and operation of projects and programs.
12. Develop, implement, monitor and review organisational processes, procedures and guidelines.
13. Subject to direction of the boards, control all expenditure by the entities.
14. Work to secure ongoing resources and funding for the operations of the entities.
15. Ensure that the entities, and their mission and services are consistently presented in a strong and positive manner to relevant stakeholders and establish and maintain effective and efficient working relationships between the NAC, different entities and external stakeholders.