

## CANDIDATE PROFILE

The Board seeks a CEO who can grow the organisation to be significant and sustainable provider of training, enterprise and community development services in the Fitzroy Valley. To this end, the successful applicant will demonstrate:

### *Selection Criteria*

- Experience in working successfully to a Board and with experience of operating within an Indigenous and remote context.
- Experience in growing a funding base, developing and managing budgets and building an organisation or programs to sustainability.
- Strategic leadership with particular strengths in leading organisational change.
- Ability to form strategic relationships with stakeholder, communities and funders in the development of strategies, plans and service to meet the needs of communities and/or clients.
- Successful management of staff and teams to achieve.
- Experience in developing funding and investment proposals and manage contracts and reporting processes.
- Relevant tertiary qualifications in areas such as management or finance and experience within the community service sector.
- Training experience and qualifications will highly regarded.

## REMUNERATION

A remuneration package reflecting the level of skill and experience brought to the position will be negotiated with the successful candidate and will include district allowance, subsidised housing and annual travel allowance.

The employment contract will be structured to reward the successful candidate for achieving agreed organisational viability and sustainability performance targets:

- A probationary review after a period of 3 months
- A performance review and remuneration package adjustment linked to the achievement of performance indicators and targets after 6 month and then every 12 month.

The organisation's Public Benevolent Institution status enables employees to benefit from certain tax rebates and exemptions under ATO rules. More information can be found on the [ATO website](#).

The position is based in Fitzroy Crossing, Western Australia.

A current driver's license is essential. The successful applicant must consent to a Police Record check and Working with Children Check.

## HOW TO APPLY

Enquiries are welcome, and can be made to Tony Wilsmore, CEO Karrayili (040 0817 146). Expressions of interest should be forwarded by email to Tony at [tony@karrayili.org.au](mailto:tony@karrayili.org.au) as soon as possible and **before Monday 1 February 2016** at the latest.

Please provide a **covering letter** and **resume** only.

### **Letter**

Your letter is your first opportunity to 'speak' to the selection panel, and will be most effective if you not only argue your own merits but also show awareness of the organisation's function and situation and why you'd be a good fit.

### **Resume**

The resume should detail relevant '**achievements**' under each position held. Do not address the selection criteria under the Candidate Profile statements as separate items; instead, provide a detailed account of your achievements under each job held (preferably in point form) – ie a normal 'business CV'.

Keep '**responsibilities**' to a minimum providing only enough to make the scope of your job clear.

Please include all your jobs, even if early ones are referred to only briefly; we are interested in the whole person. A maximum of 6-8 pages would be appreciated.

Ensure your qualifications include the institution at which you studied, and the date you completed the qualification.

A list of potential referees should be included at the end of the CV.

At least one referee must currently report to you (or have recently done so) so we can obtain a 360 degree view of your management style.

Please provide referees' names, current positions and contact details, with a brief explanation of how you know each other and an indication as to the kind of insight these people might offer on your background and skills. Referees will not be contacted without your prior agreement, so you do not need to advise referees at this stage that they are on your list.