



**Walhallow Aboriginal
Corporation
ICN 69**

Chief Executive Officer

**Candidate Application
Package**

**Closing Date: 9.00am (AEST)
Monday, 22 May 2023**

INTRODUCTION

Initially, Walhallow Aboriginal Corporation (**the Corporation**) was established to provide health care and health promotion activities to the Indigenous community in Walhallow, NSW. Walhallow is a small village (population of c.200 people) approximately, 70km south-west of Tamworth, NSW.

Over the last 5-10 years, the Corporation has gone through a period of rapid expansion, extending its service provisions to communities in Quirindi and Coledale (West Tamworth). It currently receives funding of \$4.8m per year from the Department of Health and employs around 30 people.

The Corporation currently provides the following primary health and allied health services:

- General practice
- Diabetes education
- Social Worker/ Counsellor
- Occupational therapist
- Speech Pathologist
- Audiologist
- Optometrist
- Podiatrist
- Immunisations
- Spirometry
- ECGs
- Smoking cessation
- Weight loss counselling
- Excisions and skin cancer removal
- Contraception insertion (Implanon)
- Chronic disease management
- Health assessments
- Wound assessments
- Ear Health
- Needle exchange program
- Various community programs

The Corporation currently has 5,208 registered clients and had 19,152 episodes of care in 2022.

Annual Revenue: Approximately \$6.1 million (FY22)

Staff: Approximately 30 based across Walhallow Village, Quirindi and West Tamworth, NSW

Premises/Facilities: Walhallow Village

West Tamworth

Quirindi

Further information (including financial statements and newsletters) are available on the public Register of Aboriginal and Torres Strait Island Corporations at oric.gov.au – use the 'Find a corporation' tool, search using 'Walhallow' and follow the link to 'documents'



THE ROLE

Reporting initially to the Special Administrators and then the Board of Directors, this executive role will focus on the overall strategic direction and management of the organisation to ensure the achievement of the established strategic goals.

Your key objectives include:

- ensuring that the organisation is a leader in delivering efficient and effective business operations, risk management and financial performance;
- ensuring compliance with all applicable laws, regulations and funding requirements;
- establishment of core organisational values and ensuring these values are reflected in all aspects of the organisation and communicated to all stakeholders;
- creating, implementing and maintaining high quality and service performance standards and developing systems to build key relationships and improve operational efficiency;
- leading, developing and growing staffing cohort ensuring appropriate training, skills development and mentoring and promoting a strong team working environment to ensure clients receive the highest quality service;
- Implementing and driving organisational culture and innovation
- managing all functions within the organisation and providing direction and guidance to the organisation as a whole; and
- managing the operational and strategic decision-making process and provide authoritative advice to the Board of Directors in relation to operational matters and organisational performance.

About you

This position is identified for Aboriginal people and exemption is claimed under 14d of the Anti-Discrimination Act NSW 1977.

You will be in an executive level role with extensive experience in management at a senior leadership level, preferably with an Aboriginal community-controlled organisation. You will need demonstrated knowledge and understanding of health issues impacting upon the health status of Aboriginal communities as well as:

- Post Graduate Tertiary qualification in Health, Management, Finance or similar discipline
- Demonstrated knowledge of strategic planning and achievement of strategic objectives
- Demonstrated experience in ensuring an effective management system, policy and procedure framework and financial system for an organisation

- Demonstrated ability to lead and develop a team at a senior level
- Exceptional communication skills to work effectively and positively with a wide variety of external stakeholders, community members and internal staff
- Current valid Driver's license, minimum of Class "c" or equivalent

Appointment to this position will be subject to a National Criminal History Record Check clearance and Working with Children Check . Two reference checks will be required including one recent supervisor.

We offer an excellent range of benefits including:

- \$170,000 salary range plus super
- Company vehicle with reasonable private use
- Non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- An opportunity to shape the organisation and really make a difference to the communities we serve

To find out more please contact Kelli Dragos, Abundance Human Resources at kell.dragos@abundancehr.com.au or 0419 419 554.

Applications close at **9.00am (AEST) on Monday, 22 May 2023**. All applications are to be received via seek.com.au.

APPLICATION PROCESS

A merit-based recruitment and selection process will be undertaken.

This includes:

- Applications will be received via [seek.com.au](https://www.seek.com.au). Application is via a 1-2 page cover letter and a resume no more than 4 pages long. Applications close at 9.00am (AEST) on Monday, 22 May 2023.
- Candidates will be selected for first round interview. First round interviews will take place either by telephone or Zoom video link.
- Short-listed candidates will then be invited for a second-round face-to-face interview.
- The interview panels will comprise the Special Administrator, Kelli Dragos, Consultant HR Manager and members of the Advisory Group'
- Comprehensive reference checks will be undertaken on the preferred candidate with two referees required. At least one referee must be a recent supervisor.
- Police and Working with Children (WWCC) checks will be undertaken. Candidates should be prepared to provide suitable identification to undertake a Police Check and provide a current WWCC number valid for paid work.
- Original copies of qualifications will be requested from the preferred candidate.

Walhallow Aboriginal Corporation - Position Description

Chief Executive Officer			
Location	Walhallow & Quirindi	Line Manager	Walhallow Board of Directors
Position Supervises	Practice Manager, Finance/Corporate Services, Health Programs Co-ordinator		
Key Purpose of Position	<p>This position is responsible for the overall strategic direction and management of the organisation to ensure the achievement of the established strategic goals.</p> <p>Key objectives include:</p> <ol style="list-style-type: none"> i. Ensure that the organisation is a leader in delivering efficient and effective business operations, risk management and financial performance; ii. Establish core organisational values and ensure these values are reflected in all aspects of the organisation and communicated to all stakeholders; iii. Create, implement and maintain high quality service performance standards and develop systems to build key relationships and improve operational efficiency; iv. Manage all functions within the organisation and providing direction and guidance to the organisation as a whole; and v. Manage the operational and strategic decision-making process and provide authoritative advice to the Board of Directors in relation to operational matters and organisational performance. 		
Position Dimension & Decision Making Authority:		Key Communication Contacts:	
<p>Without referral to Board but in consultation with managers or others –</p> <ul style="list-style-type: none"> • Operational expenditure within delegated limits • Implement strategic and operational plan • Organisational financial performance • Budget management <p>Referred to Board –</p> <ul style="list-style-type: none"> • Major Capital expenditure • Strategic direction • Budget setting 		Contact/Organisation	Purpose/Frequency of Contact
		Board Of Directors	Monthly – Accepting direction and reporting performance
		Executive Team	Daily – Direction and leadership
		External Consultants	As required – Sourcing expertise
		All staff	As needed – Support where appropriate



Key Result Area	Major Activities	Performance Measures:
1. Strategic Plan and Direction	<ul style="list-style-type: none"> • Development and implementation of the Organisation’s Strategic Plan to ensure the achievement of the company strategic direction and goals. • Liaise with the Board of Directors and the Executive Team to develop and implement the Organisational Strategic Plan and business unit strategies to ensure the achievement of the company strategic direction and goals. • Advise the Board on culturally-appropriate strategic market and service sector opportunities. 	<ul style="list-style-type: none"> • Quality of Strategic Plans • Achievement of Strategic Objectives
2. Leadership and People Management	<ul style="list-style-type: none"> • Provide leadership to ensure that staff capability is developed to each team member’s full potential to assist in achieving the organisation strategic objectives. • Implement an Indigenous succession plan for all non-identified positions. • Ensure that all employees are complying with relevant WH&S legislation and that any issues are identified and resolved appropriately. 	<ul style="list-style-type: none"> • HR metrics data, such as retention, unexplained absences are within KPI limits. • Performance plans and learning and development plans are in place for all team members.
3. Stakeholder Management	<ul style="list-style-type: none"> • Maintain and enhance partnerships with government, community and other stakeholders to ensure that opportunities to benefit the organisation are identified and developed. • Liaison with Federal, State and Local Government in relation to existing and new funding agreements, to ensure that all agreements are developed and maintained. 	<ul style="list-style-type: none"> • Risk plan from funding bodies



	<ul style="list-style-type: none"> • Liaison with Commonwealth and State Government departments and agencies, and Aboriginal organisation to develop relationships and partnerships. • Organise board meetings to ensure all relevant documentation is prepared and issued, information is tabled and records and accurate minutes are taken and retained. 	
4. Budgetary and Financial Management	<ul style="list-style-type: none"> • Develop and ensure achievement of the Organisation Financial Plan, to ensure that achievement of the business objectives while maintaining effective cost controls. • Ensure funding applications are developed in line with the Organisations financial requirements 	<ul style="list-style-type: none"> • Achievement of budgetary requirements • Unqualified audit reports
5. Operational Management	<ul style="list-style-type: none"> • Ensure appropriate risk identification and management systems are in place and monitored across the organisation. • Ensure all organisational program and practice targets are implemented and met, and that all funding bodies are advised of the achievement of such targets. • Create, implement and maintain high quality and service performance standards and developing systems to build key relationships and improve operational efficiency. 	<ul style="list-style-type: none"> • Achievement of performance targets
6. Compliance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Ensure all department practices are professional, ethical, and comply with relevant legislative requirements and professional standards. 	<ul style="list-style-type: none"> • Nil compliance issues.
7. Reports and Statistics	<ul style="list-style-type: none"> • Ensure that management, statistical and other reports are provided to relevant stakeholders on organisational, program 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports



and statutory requirements including analysis, reporting of results and supporting recommendations.

- Prepare the Annual report, Board reports and other statutory reporting to ensure the Board is information on all relevant organisational activities.



Key Challenges	Person Specification:
<ul style="list-style-type: none"> • Implementing the Boards stated visions and strategic objectives • Development and implementation of the Organisational Strategic Plan • Implementing budgetary accountabilities • Developing and implementing risk management systems and operational plans • Advocating and lobbying for funding and support for Aboriginal health • Creating strong partnerships and relationships with the local community; government and business stakeholders. • Working with the Board to achieve clear and transparent governance processes • Communicating the Board's (who represent the Community) feedback and vision to all staff 	<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Aboriginality • Post Graduate Tertiary qualification in Health, Business, Management, Finance, or similar discipline • Extensive experience in management at a senior leadership preferably with an Aboriginal community-controlled organisation • Demonstrated knowledge and understanding of health issues impacting upon the health status of Aboriginal communities • Demonstrated knowledge of strategic planning and achievement of strategic objectives • Demonstrated experience in ensuring an effective management system, policy and procedure framework and financial system for an organisation • Demonstrated ability to lead and develop a team at a senior level • High level of computer literacy; sound working knowledge of Microsoft Office software • Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc. • Current valid Driver's license, minimum of Class "c" or equivalent



I have read and understood the position description and agree to abide by this together with Walhallow Aboriginal Corporation standards, policies.

Copy to be given to employee and one filed in the employee's personal file.

_____/_____/_____
Employee name
Date

Employee signature