**CEO Position Description**

**Job title:** Chief Executive Officer

**Contract term:** Up to3 years full time

**Reports to:** ASRAC Board of Directors

**Location:** Darwin, and the Arafura Swamp Ranger station – Ramingining, Arnhem Land,Northern Territory

**Remuneration:** $110 to 130,000 neg. + 12.5 % Superannuation + company vehicle for work associated use + salary sacrifice arrangements are available

**About the Arafura Swamp Rangers Aboriginal Corporation (ASRAC)**

Under the direction of the traditional land owners, the corporation undertakes land and sea management activities in the areas surrounding the Arafura swamp. Located in north-east Arnhem Land, the greater Arafura Swamp comprises a vast pristine wetland surrounded by an 11,000 km2 catchment extending from Castlereagh Bay to the upper reaches of the Goyder and Glyde Rivers. Traditional Country of Yolngu and Bi people, the area shares an unbroken history of Aboriginal ownership and management. With many landowners still residing in their homelands, the region is a stronghold for Indigenous culture, including an astonishing diversity of living languages. Long considered an area of exceptional conservation value, the catchment is listed on the Register of the National Estate, the central swamp being a Wetland of National Importance.

ASRAC is unique Indigenous ranger initiative in that it is comprised of multiple satellite groups. Each has its own identity and special responsibilities in a particular area.  ASRAC Rangers consult and work with the area’s Traditional Owners and people with customary management responsibilities to implement, monitor and update the ASRAC Healthy Country Plan. This plan identifies priority targets and threats for management that can be summarized as: our people, our culture, our knowledge and our country (swamp, saltwater, freshwater, woodland, jungle, and rock country).

ASRAC aims to maintain the health of country and cultural knowledge and practices by:

* Managing fire effectively by prescribed burning and wildfire response
* Conducting feral animal control in line with landowner expectations and requests
* Mapping and managing weeds, with emphasis on early intervention to prevent weed spread
* Conducting flora and fauna surveys to inform management of habitat condition
* Protecting and documenting sites of cultural significance and supporting cultural practices
* Working collaboratively with other Indigenous ranger groups and local organisations
* Supporting people to get out on country and transfer knowledge
* Managing visitors and assisting with emergency response, including rescue and recovery
* Undertaking other land management activities as required by landowners and the ASRAC Board

ASRAC employs more than 20 full-time and part-time staff, plus casuals, and manages a budget in excess of $3 million per annum. The organisation has an Indigenous Ranger Grant under the Australian Government’s Jobs Land and Economy Program to deliver land management and cultural activities. ASRAC is also contracted to an Indigenous-owned carbon business - Arnhem Land Fire Abatement (ALFA) Ltd - to undertake prescribed burning and fire management. The Australian and Northern Territory Governments have funded ASRAC to build a crocodile hatchery and growing facility. ASRAC receives grant funding from Australian and international NGOs to deliver a range of conservation and cultural support projects.

The CEO will ensure the capacity of the ASRAC to deliver on all grant and fee-for-service commitments. They will also be responsible for the delivery of a work program consistent with the Healthy Country Plan, and support the Board to effectively govern the organisation and ensure that strategic and operational goals are achieved.

**Position Objectives:**

* Develop and maintain effective management relationships between ASRAC, Traditional Landowners, ASRAC employees, government and non-government entities working with ASRAC rangers.
* Facilitate the success of the ASRAC Healthy Country Plan through effective implementation of the ASRAC Business, Strategic, and Operational plans, and ensure management complies with relevant laws and regulations and the policies and directions of the ASRAC Board.
* Ensure all plans are up to date and reviewed regularly
* Provide effective leadership and direction to all staff through building and maintaining productive teams.
* Oversee the day-to-day operations of ASRAC through the on-site Ranger Manager, consistent with the vision of the Landowners and the Board.
* Monitor and review practices and policies in conjunction with the Board, to ensure a high standard of service delivery and the efficient and productive use of resources.
* Report back to Landholders through on-country meetings
* Represent ASRAC in negotiations with government and non-government agencies, and other groups / individuals with interests in the management area
* Represent ASRAC on steering committees, at conferences, in the media and at conferences and other public occasions, and assist staff and Board members in those roles
* Ensure ASRAC complies with the regulatory, contractual and legal obligations for financial and operational matters, including, but not limited to, those required by The Office of the Registrar of Indigenous Corporations, Worksafe NT, the Fair Work Act and the Australian Taxation Office
* Support the ASRAC Board to meet regularly and prepare all Board papers in a timely manner
* Enable the Arafura Swamp Rangers to take advantage of the opportunities to pursue a local agenda through a strategic understanding of shifts in government and NGO policies and programs

**Key Responsibilities:**

* Plans are up to date, targets and timelines in the plans are met and managed within budgets
* Strategic management decisions are made in a timely manner
* Landowners, including ASRAC Directors, are kept up to date through the most appropriate means of communication, and their feedback is considered and acted upon
* Staff are supported in their roles through training and development
* All external and internal reporting is consistent and timely
* The Board meets regularly and is supported to do so
* Human resources matters, including occupational health and safety matters are dealt with in a timely and appropriate manner

**Operational Accountability:**

* Report to the Board on a regular basis and provide written board reports
* Undertake continuous quality improvement in the delivery of ASRAC plans though regular feedback and advice to the to the Board and staff
* Attend training and development opportunities as recommended or directed by the Board

**Stakeholder Relationships:**

* Be proactive in effective relationship management with all ASRAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback
* Build on existing relationships with partner organisations through regular contact and interaction at events and functions, and work to establish new partner relationships at all levels - community to global
* Develop and maintain effective working relationships in the Aboriginal community to identify and develop cultural and land management opportunities and needs

**Job Knowledge, Skills and Attitudes:**

**Essential**

1. A demonstrated understanding of the administrative and operational requirements for effective management of an Indigenous land management agency and the governance of an Indigenous not-for-profit corporation
2. Successful experience in management including:
   1. High level planning aimed at identification of work priorities and problem solving;
   2. Financial management;
   3. Interpreting a range of legislation and polices comparable to those that apply to conservation and the not-for-profit sector; and
   4. Dealing with issues arising from working on Aboriginal lands in a very remote location.
3. Demonstrated ability to procure, install and maintain infrastructure, plant and equipment.
4. High level written and verbal communication skills including a demonstrated ability to provide advice to, consult with, and effectively facilitate communication amongst Aboriginal people, the scientific community, government agencies, and other external bodies.
5. Extensive human resource and team leadership experience, including facilitating change in the workplace and being an effective team leader.
6. Demonstrated commitment to applying and promoting the principles of workplace participation and workplace health and safety.

**Desirable**

1. Experience living and working in a remote Aboriginal community
2. Working knowledge of Aboriginal Land Rights Act (NT) 1976, Native Title Act 1993, Aboriginal Land Act NT (1978), Sacred Sites Act (1979) and the Biodiversity Conservation Act (1999)
3. Knowledge and experience of outstations, clans, organisations and communities in the Arafura Swamp area
4. Strong understanding of the biodiversity in the Arafura Swamp Land Management area and surrounds

**Fundamental Requirements:**

The CEO will be expected to:

* Hold a current driver’s license
* Drive a manual 4WD vehicle
* Have a reasonable level of fitness
* Meet requirements of the Arafura Swamp Rangers Employee Code of Conduct
* Have no restrictions on holding corporate licenses or signing NT and federal funding contracts
* Spend at least 7 days out of every 28 within the Arafura Swamp Rangers management area