`

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION DESCRIPTION** | | | |
| **Role Title:** | **Executive Manager - Employment** | | |
| **Classification:** | EBA Salary | **Date Approved:** | 24th July 2017 |
| **Reports to:** | CEO | **Unit:** | Employment Services |

|  |
| --- |
| **ORGANISATIONAL CONTEXT** |
| Julalikari Council Aboriginal Corporation (JCAC) is governed by an elected body representing the Aboriginal community of Tennant Creek and the surrounding Barkly region. JCAC’s functions and services include delivery of civic services, an Arts and Culture Centre, construction projects and building maintenance, land management and nursery, and housing and community services.  Julalikari Council has a deep commitment to Aboriginal participation in the design and delivery of its programs and services. This has helped JCAC pioneer the design and delivery of many programs which are now adopted by governments and other Aboriginal service providers across Australia.  **Our Vision**  **Manu Anyula Parkamarri Wilyangka**  *Our Country, us mob, hold it strongly*  **Mappungku Anyula Maputarri**  *Together we will build*  **Yiwaji Pinangkaltinjiki**  *Pathways to learning*  **Our Values**  **Respect:** Our Country, to treat one another and others with respect.  **Integrity:** Us Mob, to be truthful, honest and ethical in our dealing with each one another and others.  **Accountability:** Hold it Strongly, to take responsibility for what we do and the decision we make.  **Unity:** Together we will build, to speak and act as together hearing all people.  **Quality:** Pathways to Learning, seeing every task as an opportunity to improve what we do. |

|  |
| --- |
| **PRIMARY PURPOSE AND FUNCTION OF THE ROLE** |
| Forming part of the Executive Management Team, the Executive Manager – Employment is integral to achieving the vision of JCAC through accountability for training and employment programs, inclusive of business growth and expansion.  Current program delivery entails the Community Development Programme, funded by the Department of the Prime Minister & Cabinet and the NT Real Jobs Program, funded by the Indigenous Land Corporation.  Crucial to the role is the ability to:   * Think and plan strategically in conjunction with the Executive Management Team to achieve organistional objectives; * Lead and develop culturally diverse and geographically dispersed teams; * Establish and maintain mutually beneficial relationships with stakeholders; * Hold accountability for contract management, budgets, performance frameworks and performance analysis; * Identify and develop opportunities for business growth; and * Demonstrate a practical ‘hands on’ approach to leadership.   The Executive Manager – Employment will be a highly resourceful team player, who is comfortable working in demanding outcomes focused environments, while remaining pragmatic, approachable and solutions focused with an ability maintain a realistic balance among multiple priorities. |

|  |  |
| --- | --- |
| **KEY RESPONSIBILITES** | **KEY PERFORMANCE INDICATORS** |
| **Leadership**  Lead, build and develop culturally diverse teams and staff to create a dynamic, client-focused organisation.  Ensure Julalikari is considered a leading community based organisation in terms of client service and program delivery credibility. | * Julalikari is recognised as an employer of choice, particularly for Aboriginal people; * A positive culture of sharing, support, communication and cooperation is promoted; * Performance and/or behavioural issues within teams or by individual staff members is addressed in a fair and transparent manner; * Staff are actively consulted and engaged in a learning and development framework which meets organisational priorities and individual learning needs; * Staff are supported to understand their roles, their KPIs and are encouraged to perform in a proactive manner. * A culture of staff reward, recognition and acknowledgement is practiced. * Lead by example with all behaviors and actions congruent with Julalikari Policies and Procedures |
| **Relationships**  Establish and maintain productive relationships within the community, local Indigenous organisations, peak bodies, businesses, not-for profit organisations, government departments and other key stakeholders.  Ensure relationships are founded upon integrity, are congruent with Julalikari objectives and are mutually beneficial. | * Positive relationships with new and existing partner organisations, referral agencies, community members and the like are sought out, promoted and maintained. * Partnerships and strategic relationships which add value to program delivery are pursued * A strong culture of collaboration and cooperation with other Julalikari Business Units is promoted * A cooperative relationship with government departments and other funding bodies is maintained * Julalikari takes a lead role in effective development of and representation on relevant interagency and/or external committees, inclusive of working forums and parties and community events |
| **Contract Management and Performance**  Hold accountability for performance, contractual compliance and reporting requirements of employment programs | * Consistent high level performance (as appropriate to the funded program) is achieved against established benchmarks * No contractual breaches or performance related matters are identified by funding bodies * All reporting, acquittal and/or performance review reports are submitted s required. * Compliance requirements with Julalikari’s LOGIC database are maintained. |
| **Service Delivery**  Develop and maintain currency of a planning and delivery framework which integrates asset planning, resource management, service planning and budget development. | * Operational plans are developed and implemented to meet contractual requirements while meeting core priorities identified in Julalikari’s Strategic Plan. * Organisation Structures are reviewed to ensure optimum service delivery in a changing and complex operational environment * Asset management (inclusive of fleet) is maintained in collaboration with the Corporate Services Executive Manager * Budgets are developed with monthly analysis occurring to address identified over (and under) spends. * Project performance and outcomes are planned, monitored, evaluated and reported against. * Active contribution occurs to develop and maintain quality assurance and quality systems. |
| **Business Development**  Promote Julalikari and its program delivery to assist in the expansion of current programs and to generate new business opportunities which align to the Vision and Strategic Plans of the Corporation. | * The development of Strategic Plans and Business Plans are supported and opportunities to identify new business streams are identified. * A lead role is taken on tenders and grants which align to the interests of the Employment Business Unit |
| **Occupational Health & Safety**  Safe workplaces and environments are provided and maintained for Staff, Clients and external stakeholders. | * A positive workplace culture free of bullying, harassment and discrimination is promoted * All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken. * Immediate intervention occurs wherever unsafe work practices are observed. |
| **Aboriginal Ways of Working**  Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities. | * Program delivery focuses on outcomes, is culturally appropriate, invests time and resources into community consultations; and applies a strengths’ based approach. * Aboriginal clients, staff and communities are supported in a way which protects and respects their cultures. |

|  |
| --- |
| **KEY RELATIONSHIP/REPORTING LINES** |
| **Accountability**  This position is accountable to the Chief Executive Officer.  **Executive Management**  This position works with the Executive Management Team.  **Direct Reports**  The position has the following direct reports:   * Operations Manager * Projects Manager   **General Relationships**  Build effective relationships across the organisation with Local, State and Federal Governments, business and community groups and Aboriginal communities. |

|  |
| --- |
| **ESSENTIAL CREDENTIALS** |
| It is a requirement of Julalikari for Executive Managers to provide a current National Police Certificate and a current Ochre Card (Working with Children Check).  Julalikari reserves the right to immediately terminate employment and/or withdraw offers of employment where it is deemed previous criminal (unspent) charges and/or pending charges may bring the Corporation and/or programs or services delivered by the Corporation into disrepute.  In addition, from time to time, funding bodies require Executive Managers to undertake a ‘financial and credential check’. Anomalies raised by the Department may result in employment being terminated and/or an alternative role being provided.  A current drivers licence is a requirement of the role. |

|  |
| --- |
| **SELECTION CRITERIA** |
| *Candidates for the position of Executive Manager - Employment* ***must*** *address the following selection criteria:*  **Essential Criteria**   * Minimum three (3) years’ experience in management roles in community or employment based organisation sectors (or similar) * Demonstrated leadership and management of culturally diverse teams with a positive and professional approach in a complex and changing environment. * Demonstrated ability to achieve outcomes through the strategic management of financial, physical and staff resources. * Effective interpersonal and communication skills, including the ability to consult, negotiate and liaise with a diverse range of people to achieve required outcomes. * Clear capability in driving accountability and performance measurement, including problem solving ability and judgment to identify best practice options and flag contingencies to address potential concern. * Previous experience working with Aborginal Australians and/or organisations and/or a demonstrated understanding of the social, economic and environmental factors impacting on remote communities.   **Desirable**   * Tertiary qualifications in business services and/or community services disciplines * Demonstrated experience in managing performance-based government contracts. * Experience in project management and driving the lifecycle of projects. |

|  |  |
| --- | --- |
| **APPROVAL** | |
| **Employee Name:**  **Employee Signature:** | **Date:** |
| **Managers Name:**  **Managers Signature:** | **Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **REVISION HISTORY** | | | |
| **Document Number** | DOC\_246 | **Approved By** | Chief Executive Officer |
| **Approval Date** | 24.07.2017 | **Implementation Date** | 24.07.2017 |
| **Created By** | Right Hand Solutions | **Review Due** | 24.07.2019 |