**MULAN ABORIGINAL CORPORATION (MAC)**

**CHIEF EXECUTIVE OFFICER**

**JOB DESCRIPTION**

**DUTIES / ROLES AND RESPONSIBILITIES**

**RESPONSIBLE TO:** The Directors, MAC

**SUPERVISES:**

* Municipal Services Officer
* Centre-link Officer
* Administrative Support Officer
* Tele-centre Manager
* Accountant
* Any other directly engaged staff, contractors, and consultants as employed or commissioned from time to time.

**OBJECTIVES OF THE POSITION**

Reporting to the Directors, the CEO provides operational and strategic leadership for the corporation.

The CEO is responsible for the effective management of high – quality service delivery, infrastructure maintenance and the development and maintenance of a cohesive culture committed to continual improvement and quality.

The CEO will also ensure a high level of organisational accountability and transparency to all stakeholders.

**GENERAL STATEMENT**

The CEO will work closely with the Directors of MAC to ensure the strategic business plan of the Corporation is properly implemented and achieved.

This requires the CEO to effectively:

* Report regularly as required to the Directors and other stakeholders.
* Actively liaise with, support and lead the staff to achieve agreed service levels.
* Work collaboratively with the all stakeholder groups, contractors and local Government to develop and implement service plans and other programs.
* Consolidate all existing operations of MAC to deliver efficient, effective, and grant compliant services, programs and projects.
* Build a strong business development focus for MAC to develop existing and new business opportunities either through enterprise or grant funding.
* Manage effective stakeholder business relationships in conjunction with the Directors and staff.

The CEO will be responsible for the day to day management of MAC, including the effective delivery of all funded services, finances, human and physical resources, and management of stakeholder relationships, inputs, and accountability. All staff will report through the CEO.

The CEO will also be responsible for ensuring productive community relationships between MAC and other community interests including the store, school, health service, and community members.

The CEO is to ensure that any significant decisions that relate to the operation, governance, or relationship of the corporation with stakeholders need to be understood and authorized by the directors of MAC prior to implementation. Pragmatic decision making is a vital part of the role.

**CORE COMPETENCIES**

**Creates Vision and Gives Direction**

* Takes a leadership role in promoting the development of a relevant vision for the corporation.
* Influences and inspires others to share ownership of the organisation’s goals.
* Demonstrates sound strategic thinking and planning to ensure the corporation remains committed to its vision.
* Manages change by initiating, developing, communicating and coordinating activities.
* Embeds ethical practices into the organisation’s culture and processes.

**Develops People**

* Motivates, develops and empowers staff to achieve quality outputs.
* Supports and contributes to the development of all stakeholders of the corporation.
* Takes an active role in managing the organisation’s relationships and interactions with others to support building community capacity to initiate and implement projects and programs.
* Creates a work environment where people are encouraged to develop their potential.
* Fosters a collaborative work environment and establishes mutual trust and respect.

**Manages Resources and Risks**

* Ensures that human and physical resources, including financial, technological and information requirements, are available and effectively, efficiently and ethically used to meet strategic and operational needs.
* Plans the allocation and management of resources.
* Negotiates effectively to obtain resources to achieve outcomes.
* Evaluates the use of resources to ensure continual improvement

**Promotes and Achieves Quality Outcomes**

* Establishes organisational structures, business plans and procedures that support the delivery of quality services and strategies.
* Ensures high standards of work practice and customer service standards are embedded in the corporation.
* Promotes and monitors standards and continuous improvement.
* Evaluates the outcomes achieved against set standards and implements improvements.

**Understands Relationships**

* Establishes and maintains positive working relationships with government and others within the public and private sectors and the wider community.
* Collaborates and employs effective communication strategies.
* Leads the involvement of Directors in open and informed communications.
* Fosters relationships within the corporation based on partnerships and a team approach.
* Leads the organisation in providing services equitably and appropriately with respect to the diversity of the community and others.
* Approaches all situations with a clear perception of the political sources of conflict or dissatisfaction.

**Self Awareness and Self Management**

* Acts with integrity by being aware of own strengths and behaviour and self manages to have the best possible impact on others.
* Engages in regular critical reflection on feedback and experiences in the workplace acts accordingly and facilitate professional growth.
* Models and promotes appropriate social, ethical and organisational standards in all interactions.
* Values the well - being of self and others.

**SPECIFIC REQUIREMENTS**

The following are key requirements that the CEO needs to achieve either directly, or in collaboration with the Directors.

**Corporation Governance Support**

The CEO will develop a strong, effective, and supportive role with the directors and never work in isolation from them.

The CEO will:

* Assist in the training of Directors and interested members in appropriate corporate governance standards as required by the regulator and funding agencies.
* Ensure MAC complies with all legislative requirements and grant funding conditions while supporting the Directors to perform their roles and duties to achieve this outcome.
* Provide high quality professional business advice and support the development of strategic plans by the Directors.
* Be responsible for implementing all Director approved strategic plans.
* Provide all necessary reports to the Directors in a timely and coherent manner so that they will have the best possible conditions to make informed decisions about the operations of MAC.
* Work with the Directors to review the operations and financial position of the corporation at least every 3 months.
* Assist Directors to perform their role when representing the Corporation to external parties and stakeholders in all environments.

**Operations Management**

The CEO is responsible for the management of all MAC operations on a daily and long term basis. This will involve managing the effective delivery of all grant funded activities and services, management of the corporation’s responsibilities to ensure all externally provided services are of high quality and meet the needs of the corporation and the community. The CEO will be responsible for providing appropriate office and business systems to meet the Corporation’s needs and to manage all community infrastructure owned by MAC.

Facilities Management and Business Systems

* Be responsible for the efficient operation of the MAC office complex, workshop area, tele-centre, accommodation facilities and other key community owned assets, including managing all staff and external users.
* Be responsible for the effective operation of all business systems including financial and accounting packages, administrative systems information technology and communications systems.

Assets Register and Management

* Be responsible for the management of an up to date assets register of MAC assets.
* Ensure all MAC assets are secured, maintained and insured.

Finances / Accounting

* Work with the administrative staff, the accountant and auditor to ensure clarity of activity and appropriate use of funds. Ensure adequate financial reporting is maintained for all grant funding.
* Ensure accurate, useable, and timely financial reports are provided to the Directors in order that they may properly perform their legal and fiduciary duties.

Policies and Procedures

* Develop essential policies and procedures for MAC and the office to be approved by the Directors and then ensure their implementation into day to day operations.

Staff Management / Human Resources / Industrial Relations

* Manage all MAC staff, contractors, and consultants strategically on a daily basis to achieve the best possible outcomes for the corporation.
* Develop appropriate Job Descriptions, Duty Statements, and contracts of employment for all MAC positions.
* Strategically develop and manage the delivery of any staff training and development.
* Manage all other human resource requirements for the Corporation including management of staff performance and payroll authorisation.
* Access and provide any industrial relations support needed from time to time.

Store

* Assist any strategies that may achieve better community and MAC outcomes in relation to store operations.
* Represent MAC as a member and Director of Pinyani Store AC and ensure the store operates in the best interest of the Corporation and Community.

**Business Development**

The CEO will be responsible for:

* Expansion and consolidation of income generating activities through the supply of accommodation and office facilities to external agencies and individuals.
* Uptake of new business activities as and when possible, including small enterprises and the potentially larger activities associated with the possible expansion of the store and accommodation services to regional and tourism markets.
* Development of strategies to engage specialist expertise and support for business development and assist with start up funding.

**Manage Stakeholder Business Relationships**

The CEO is primarily responsible for ensuring involvement of the Directors and staff in maintaining good working relationships with key stakeholders and managing all business issues relevant to the Corporation.

The CEO also needs to manage a communication strategy for MAC that explains the changing role of the Corporation and the implications for service providers and program managers in terms of what MAC can offer and any costs associated with the corporation continuing to support stakeholder deliver services to the Community.

In conjunction with the Directors, the CEO also must professionally represent the Corporation in any local, regional, or national forums.

**SELECTION CRITERIA**

**Competency Requirements**

**1. Leadership**

* Proven leadership at the Chief Executive Officer level, with the ability to understand and implement legislation impacting on the Corporation and a range of stakeholders.
* High level strategic planning skills and knowledge of Corporate Management requirements.
* Delegation skills to ensure the achievement of outcomes, accountability of staff and the development of employees’ abilities.
* Understanding of the application of contemporary human resource management principles.

**2. Policy Implementation**

* Sound knowledge of public policy issues as they impact on Indigenous communities, government agencies or service organisations.
* Experience in developing and implementing policy relevant to the operations of Indigenous or other Corporations.
* An understanding of the public policy associated with Indigenous affairs and Community involvement.

**3. Governance and Compliance**

* Demonstrated capacity to administer legislation.
* Ability to support the Directors to make informed decisions on behalf of their constituents.
* Knowledge of statutory, legal and contractual obligations.

**4. Financial Results**

* Extensive experience in financial management.

**5. Community Development**

* Demonstrated ability to apply knowledge of sustainability and its application to the economic, social and environmental principles as applied at an organisational level.
* Considerable experience in dealing with stakeholders and special interest groups.
* An understanding of Indigenous culture and the ability to work with Indigenous people.

**6. General Management Competencies**

* Excellent interpersonal and communication skills
* Excellent decision making skills and an analytical approach to problem solving.

**7. Qualifications and / or Experience.**

* A degree or equivalent in a relevant tertiary Management, Business and / or Public Sector Administration discipline or comparable work experience is required for this position.