**POSITION DESCRIPTION**



|  |
| --- |
| **Chief Executive Officer MG Corporation** |
| Located in Kununurra and representing the interests of the traditional owners of the surrounding areas; the Miriuwung and Gajerrong (MG) peoples, MG Corporation (MGC) is the leading Aboriginal organisation in the East Kimberley. MGC is committed to achieving a healthy, wealthy and culturally strong MG community through the protection of native title rights and the promotion of economic and cultural prosperity for these traditional owners.In order to achieve these commitments, MG people have established a complex governance structure comprising MGC itself, three subsidiary trustee companies and two prescribed bodies corporate, as well a number of joint management bodies and government partnerships. The representative nature of MGC is shaped by a traditional cultural structure, with members of each Dawang (traditional land area) group participating at all governance levels.As part of its succession planning, MGC is seeking an experienced, inspirational and resilient leader with the ability to think strategically, develop creative solutions and adapt rapidly. This is an exciting and dynamic opportunity. Successful applicants with proven business development capabilities who are outstanding communicators and have demonstrated experience in building and maintaining strong relationships with a diverse group of stakeholders are encouraged to apply. |
| **Position:** | Chief Executive Officer |
| **Position Purpose:** | Reporting to the Board of Directors, the CEO provides operational and strategic leadership for MG Corporation. The CEO will work closely with the Board to ensure the continuing success of the Corporation through the provision and development of strong strategic goals, tactical and operational direction, which are clearly aligned and communicated.  |
| **Responsible for:** | The CEO is responsible for leading the organisation and providing the Board with high-level advice on operations, policy and planning. Additionally, the CEO is responsible for the day-to-day management, administration and legal compliance of the Corporation in accordance with the strategic plan approved by the Dawang Council, the Annual Operational Plan approved by the Board of Directors and otherwise at the specific direction of the Board of Directors. |

|  |  |
| --- | --- |
| **Key functions** **&****accountabilities** | * Work with, and gain direction, from the MG Corporation Board of Directors to ensure:
* compliance to the constitution, legal frameworks, rule books and trust deeds;
* that resolutions are made in accordance with the strategic direction of the Corporation; and
* that appropriate relationships are fostered and communication channels are strong throughout the MG community.
 |
|  | * In conjunction with, and taking direction from, the MG Board, provide leadership in setting the mission, vision, principles, values, strategic plan and annual operating plan of MG Corporation.
 |
|  | * Be a community leader and ensure that MG Corporation contributes to the well-being and improvement of the communities in which it operates.
 |
|  | * Maintain and develop communication channels that enhance the dissemination of information from the MG Board through the Corporation and its related entities and vice versa.
 |
|  | * Set the ethical tone for MG Corporation and its management, including:
* overseeing the administration, implementation of, and compliance with, MG Corporation’s policies and procedures;
* ensuringall governance and accountability requirements are met across the Corporation and the Corporation’s related entities; and
* effectively creating a culture of integrity throughout the organisation.
 |
|  | * Serve as the promoter and principal liaison for MG Corporation, including effectively managing relations with MG Corporation’s external stakeholders, such as MG peoples, the communities in which MG Corporation operates, customers, creditors, suppliers, the media, governments, non-government organisations and the public generally.
 |
|  | * Provide general supervision and management of the day-to-day affairs of MG Corporation in accordance to the strategic direction of the Corporation and within the guidelines established by the Board.
 |
|  | * Oversee the effective management and acquittal of multi-faceted funding streams from Commonwealth and State Governments.
 |
|  | * Determine the strategic direction and gain funding to ensure the sustainability of the Corporation and the development of opportunities for the MG community.
 |
|  | * Comply with and demonstrate a positive commitment to a high level in equal opportunity, occupational health & safety and MG Corporation values.
 |
|  | * Any other duties as required by the Board of Directors.
 |

|  |
| --- |
| **Selection Criteria** |
| **Essential selection criteria*** Proven successful leadership experience at Chief Executive Officer level, or similar.
* Excellent communication, influencing and negotiations skills including a demonstrated ability to engage and build strong relationships with representatives of community, government, the business community and other stakeholders.
* Sophisticated and proven capability to manage and administer Board and organisational governance including compliance with ASIC and ORIC.
* Strong business acumen with proven ability to identify, develop and build business opportunities.
* Demonstrated ability to clearly identify and source funding streams that are relevant and conform to the strategic direction of the Corporation.
* Demonstrated high-level capability to develop and deliver short and long-term strategic plans and budgets that clearly articulate the strategic direction of the Corporation to all stakeholders.
* Excellent conflict management skills, recognising the high degree of conflict of interest that may arise in a community based organisation.
* Demonstrated capability in leading, managing and motivating a diverse workforce.
* Knowledge of Aboriginal culture and the issues facing Aboriginal communities with an ability to empower individuals and communities.

**Desirable selection criteria*** A sound understanding of the legislative requirements of ORIC and ASIC.
* Tertiary qualifications or equivalent in Management, Business, Law, Accounting or similar.
 |
| **Employer:**  | Yawoorroong Miriuwung Gajerrong Yirrgeb Noong Dawang Aboriginal Corporation (MG Corporation) |
| **Location:**  | MG Corporation, 19 Chestnut Avenue, Kununurra, Western Australia |
| **Employment Status:**  | Full-Time |
| **Salary:** | To be negotiated  |
| **Enquiries, information & applications to:** | Sue Griffin, PO Box 5607, PERTH WA 6831 or sue@custompeoplesolutions.com.au ***By 5pm Tuesday 30 September 2014*** |
| **Position reports to:** | MG Corporation Board of Directors |
| **Endorsement of Position Description:** | MG Corporation Board of Directors, 11 August 2014 |