

NATSIWA

CHIEF EXECUTIVE OFFICER



Consistent with NATSIWA's Rule Book, NATSIWA must appoint a person to be its Chief Executive Officer, who is a member of staff of NATSIWA.

The NATSIWA Chief Executive Officer is an IDENTIFIED POSITION:

Being Aboriginal or Torres Strait Islander is a genuine occupational qualification for this position as described under Section 14(d) of the Anti-Discrimination Act, 1977.

The Chief Executive Officer is the appointed principle executive officer of NATSIWA who has administrative responsibility of the Secretariat; serves the Board and Executive Committee of the Organisation; implements policies and administrative procedures approved by the Board and Executive Committee and co-ordinates at a national level the aims and objectives of the Organisation.

Position:	Pay rate is consistent with the Crown Employees (Public Sector Salaries 2008) Award and is negotiable. Employer will also contribute to superannuation and annual leave loading as part of this package.
Reporting:	NATSIWA Board
Location:	Melbourne Victoria
Hours of work:	35 hours per week – 5 days per week. 35 hours per week can be flexible hours based on workload.
Rate of pay:	Negotiable between Common Salary Points of the above award. Level 100-\$90,426 to Level 111-\$100,613.
Duration:	TBC
Qualifying period:	Six months Probationary Period.

A. Functions of the Chief Executive Officer

1. The Chief Executive Officer is responsible for the efficient and effective operations of NATSIWA and for ensuring timely implementation of the decisions of the Board;
2. The Chief Executive Officer has the following particular functions:
 - i. The day-to-day management of the Board's affairs;
 - ii. The exercise of the functions of the Board as delegated by the Board to the Chief Executive Officer;
 - iii. The appointment of members of staff in accordance with the staff organisation structure, resources and as approved by the Board; &
 - iv. The direction and dismissal of members of staff.

B. Attendance of Chief Executive Officer at Meetings

1. The Chief Executive Officer is entitled to attend, but not to vote at, a meeting of NATSIWA; this includes Board and Members Meetings; &
2. However, the Board may, by resolution, exclude the Chief Executive Officer from a meeting, or part of a meeting, of the Board.

Note: NATSIWA may resolve to exclude the Chief Executive Officer from a meeting, or part of a meeting, that deals with a matter relating to the standard of performance of the Chief Executive Officer or the terms of the employment of the Chief Executive Officer.

C. Delegations by Chief Executive Officer

1. The Chief Executive Officer may delegate to any person or body any of the functions of the Chief Executive Officer, other than this power of delegation; and
2. The Chief Executive Officer may sub-delegate a function delegated to the Chief Executive Officer by the NATSIWA Board to any person or body (including another member of staff or the Board).

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JOB DESCRIPTION

The responsibilities of the Chief Executive Officer include:

- a) Management of the Secretariat of the Organisation;
- b) Nationally co-ordinate the aims and objectives of the Organisation;
- c) Serve the NATSIWA Board and its Officers;
- d) Implement the policies and administrative procedures approved by the NATSIWA Board;
- e) In consultation with the Secretary, ensure that all requirements of the Office of the Registrar of Indigenous Corporations (Aboriginal and Torres Strait Islander) Act 2006 are adhered to;
- f) In consultation with the Secretary, maintain all registers;
- g) In consultation with the Secretary, take and disseminate Minutes of all meetings;
- h) Implement decisions of the NATSIWA Board and General Members Meetings;
- i) Co-ordinate activities highlighted in the Action Plan;
- j) Ensure timely information flow to all Members and key stakeholders;
- k) Co-ordinate the preparation necessary for all General and Executive Committee meetings and national conferences;
- l) In consultation with the Treasurer and Executive Committee, have responsibility for those matters so directed in the financial matters of the association;
- m) In consultation with the Chairperson, liaise with other peak Aboriginal & Torres Strait Islander secretariats bodies, government departments, agencies and other relevant organisations;
- n) Provide support services to Members as required;
- o) Undertake relevant research and prepare necessary reports and advice as required; and
- p) Other duties as required and directed by the Board.

Attachment A

SELECTION CRITERIA FOR NATSIWA CHIEF EXECUTIVE OFFICER

The following selection criteria form a part of the selection process, so candidates for this role must and be able to demonstrate and address each of these items specifically in their application.

1. **Minimal Supervision:** Ability to work effectively with minimal supervision and grow a team.
2. **Leadership and Management:** Create a sense of need to achieve organisational goals in line with a clear overall vision through planning, managing performance, motivating people and role modelling.
3. **Project Management:** Demonstrated ability to participate in and/or lead successful projects, using strong communication and organisational skills to balance conflicting priorities and manage resources.
4. **Communication:** Listens, interprets and conveys information in a clear and accurate manner, provides timely delivery of information and selects the most appropriate method of communication.
5. **Analytical Thinking and Problem Solving:** Identifies and analyses situations and/or issues, considers options, develops solutions, and decides on, implements and monitors appropriate solutions.
 - a. Ability to draft project documents or written communications for different audiences.
6. **Organisational and External relationships:** Demonstrated ability to lobby and advocate on behalf of the needs of Women's and Children's Issues as defined by the Board and Members of NATSIWA.
7. **External relationships and organisational development:** Exceptional interpersonal skills and a demonstrated team skills, meeting logistics skills, time management, priority setting and management of multiple demands.
8. **Resource management:** capacity to prepare accounts for payment, and liaise with AMSWS finance team.
9. **Administration:**
 - a. Demonstrated computer skills, including proficiency in the Microsoft Office suite, capacity to update web-sites and ensure integrity and risk management of the IT system; &
 - b. Current, valid driver's licence and access to a reliable vehicle; an ability to travel if required; a police check and working with children check will be required.

Schedule A

Performance Requirements and Review

Objective: To establish a process that ensures:

- The performance expectations of the Board are clear;
- That Organisations and CEO actions/activities are aligned with the Strategic and Annual Action Plans of NATSIWA;
- Opportunity exists to review requirements and monitor performance outcomes on an ongoing basis; and
- The CEO receives feedback on their performance.

Process: The expectations and measures will be:

- Determined by the Executive of the Board in consultation with the CEO;
- Reported on by the CEO quarterly and reviewed by the Executive of the Board;
- Updated as required, with all changes updates and feedback documented; and
- Be recorded in a Performance Review Form.

Measures: The *key performance indicators* will be in 7 categories.

Within each category the Objectives, Planned Actions, Deliverables & Timetable and the Actual Outcomes will be detailed in the Performance Review Form.

The Performance Categories are:

- **Strategic Positioning:** eg Advocacy with Govt, Setting Public Agenda, Policy Leadership, Streamlining of Govt Funding;
- **Leadership Behaviours:** eg Strategic Leadership, Communication, Planning, Results Orientation.
- **Governance:** eg Effective Board Support, Development of Board Members;
- **Financial Management:** eg Growth of Funding, Effective Budget Management;
- **Staff Management:** eg effective Org Structure, Resourcing/Recruitment, Staff Development, OH&S;
- **Planning, Policy and Implementation Monitoring and Evaluation;**
 - Women's Issues/Advocacy Policies and Programs – influence COAG outcomes;
 - Build Evidence Base – Research programs, alliances, clearing house; and
 - Alliance Development – Workforce, Accreditation, Governance, Information Systems;
- **Stakeholder Management:** eg Building Membership, relationship with Office for Women, Alliances, External Stakeholder engagement, Communication Framework; &