



# MOWANJUM ABORIGINAL CORPORATION

## CHIEF EXECUTIVE OFFICER

### EMPLOYMENT INFORMATION PACKAGE

#### THE ROLE

The Mowanjum Aboriginal Corporation (MAC) is seeking a highly skilled **Chief Executive Officer** to manage the affairs of this remote Aboriginal community, under the oversight of and reporting to an elected Council.

This **fixed term, full time** role, carries overall responsibility for the successful day to day management, delivery of municipal services and general operation of MAC. You will be responsible for assisting the Council with strategic planning, identification and accessing of resources, implementing, monitoring and reporting on the success of program delivery within Mowanjum, and as required and directed, represent MAC and its Council in meetings with government, industry and the general public.

#### THE PERSON WE SEEK

Not only will the person sought possess all the technical skills, knowledge and experience required to effectively and efficiently manage the operations of a complex self-managed community, including delivery of municipal services and other business enterprises, they will also demonstrate a deep commitment to the advancement of the community and its members through a sound process of strategic planning, efficient and effective administration and management, and the ongoing education and training of community members in all aspects of community administration, commercial operations and stakeholder management and engagement.

A very special person is being sought to respectfully and professionally assist this strongly culturally-based community, which is striving to maintain Worrorra, Ngarinyin and Wunumbal culture and values, which make up the Mowanjum community, to address diverse, complex and long-standing matters affecting its future social and economic development within the region, that potentially offers many opportunities for social and economic advancement.

#### THE PACKAGE

A Base Salary of \$85,000 – \$90,000 plus District Allowance per annum pro rata is offered pending skills and experience, plus relocation costs reimbursed to a maximum of \$4,000. Mowanjum is a registered public benevolent institution so is exempt from FBT, therefore Salary Sacrifice is available up to \$30,000 grossed up taxable value per FBT year (\$16,042 net value). A Housing Allowance of \$700 /fn (or \$18,200 p/a) is offered with utility costs paid for (up to \$6,000 /fy), a vehicle for business and reasonable private use, as well as a mobile phone provided with reasonable private use. 6 weeks Annual Leave is provided per annum and an annual Airfare allowance of \$1,500 pa.

#### MOWANJUM CORPORATION OPERATIONS

Mowanjum AC currently has a number of operations that form part of the Corporation's business, that the CEO will manage. It owns a 55,000 ha cattle station working in partnership with Pardoo Cattle Station to adjust cattle. MAC runs a Driving School based in Derby which assists Derby residents obtain their C, MR and LR licences. MAC also is in the second year of service delivery of the first community based and operated Housing Management Contract on behalf of The Department of Communities.

Additionally, MAC hold the contract for the repair and maintenance of houses in Mowanjum Community and surrounding communities, on behalf of the statewide contractor, Lakes Maintenance. It also manages the delivery of Municipal Services for the Community and runs a general Community Store, which provides basic food and household goods to Community Members.



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## MOWANJUM COMMUNITY

Mowanjum is a medium-sized Aboriginal community, located 10 km south east of Derby in the Kimberley region of Western Australia, within the Shire of Derby-West Kimberley. At the 2011 census, Mowanjum had a population of 295.[1]. **For further information about Mowanjum Community please see [https://en.wikipedia.org/wiki/Mowanjum\\_Community](https://en.wikipedia.org/wiki/Mowanjum_Community) and <http://www.mowanjumarts.com/>.**

## POSITION FUNCTION

The CEO is responsible and accountable to MAC's elected Council for the day to day management of the community, and for facilitating the development and implementation of an underpinning Strategic Plan.

The CEO will develop and support MAC's Aboriginal leadership and governance capacity, making sure decision-making is in line with the interests of community members and meets the provisions of MAC's Rules of Incorporation. The Council's responsibilities are broad and varied and include; economic and community development; governance and advocacy; strategic and operational planning; policy development; finance and asset management; human resources development and management and project management.

It is also the CEO's job to encourage and facilitate organisational excellence, build positive and enduring relationships with a wide range of stakeholders and partners and to inspire and motivate people to work together towards Mowanjum's vision and goals.

### Key Duties

1. Manage the performance of MAC in
  - a. The delivery of funded and contracted services to residents of Mowanjum Community
  - b. The financial administration of grants and external reporting functions
  - c. Responding to the legislative framework in which it operates
  - d. The management and recruitment of staff.
2. Act as Executive Officer to the MAC Council.
3. Maintain effective communications with funding bodies, professional support agencies, government departments and MAC owned enterprises.
4. Provide high level analysis and planning for the MAC Council of issues affecting MAC.
5. Assist Council to plan service delivery and to effectively and efficiently use available resources.
6. Prepare funding submissions and applications, and performance reports.
7. Conduct monthly planning and evaluation meetings with staff.
8. Perform all administrative requirements of the position within the timeframes set by Council or external bodies including the provision of a written monthly report to the Council of MAC, and
9. Undertake additional duties as directed.

### Performance Indicators

This position is subject to periodic performance appraisal. You will be assessed on your:

1. Performance in successfully carrying out the duties described above.
2. Performance in maintaining effective communications with Mowanjum Community Members other staff members, funding bodies and external support professionals.



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3. Continued ability to assist MAC to achieve its community development and service delivery goals; and continued assessment against the Selection Criteria defined below.

#### **Key Responsibilities and Objectives**

##### **1. Strong Governance and Advocacy**

- a. Provide consistent and appropriate support to Council Members to ensure an understanding of their roles, rights and responsibilities.
- b. Ensure Council structure, decisions and actions comply with legislation and other statutory regulations (eg The Rule Book).
- c. Advise Mowanjum Council on policy matters.
- d. Encourage active participation and skills development within the Council to foster a confident and informed approach to governing the organisation effectively and responsibly.
- e. Develop, implement and review Mowanjum's Strategic Plan, Policies and Procedures.
- f. Advocate for the rights and interests of all Mowanjum community members.

##### **2. Financial Management**

- a. Work closely with the external accounting firm on all aspects of the financial management of the organisation.
- b. Ensure solvency of the organisation through judicious management of the MAC budget.
- c. Ensure Mowanjum financial management complies with Mowanjum Policies and Procedures.
- d. Provide and explain regular financial reports to Council.
- e. Together with Program Managers and Council, identify potential funding bodies and prepare applications for grant funding.
- f. Manage and acquit funds in accordance with funding agreements and other regulatory requirements.
- g. Facilitate the annual audit of Mowanjum accounts.

##### **3. Program Management**

- a. Identify and pursue funding opportunities that will ensure the future viability and sustainability of Mowanjum Community.
- b. Ensure that the day-to-day operations of the organisation are effectively coordinated and implemented including municipal services and other local government functions, program development, budget and resources management.
- c. Work with Program Managers to manage the human, physical and financial resources of Council according to Mowanjum policies and budgets.
- d. Work with Council and program managers to monitor and evaluate all programs to ensure programs are meeting Mowanjum's aims and objectives and members' needs.
- e. Develop and maintain positive and productive relationships with a range of stakeholders and partners including; local community members and organisations; local, state and commonwealth governments; service providers, business, industry and regulators; funding bodies and non-government organisations.

##### **4. Community and Economic Development**

- a. Research, review and present to Council on opportunities that may benefit the community.
- b. Develop opportunities that provide employment opportunities for the community.
- c. Encourage and facilitate local economic development, including the required underpinning education and training.
- d. Advise Council in the management and direction of its commercial enterprises which include the Housing Management in Mowanjum Community, Cattle Station as well as working together with the management of the Mowanjum Art Centre.



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#### **5. Human Resource Management**

- a. Oversight of all Human Resource aspects of the organisation (staff recruitment, training and supervision, conditions of employment).
- b. Maintain internal and external industrial harmony including Council, all staff and wider community members.
- c. Ensure all staff are aware of their HR rights and responsibilities.
- d. Ensure the Council is compliant in the areas of occupational health, safety and welfare.
- e. Together with Council and Program Managers manage the recruitment, selection, induction and training of staff.
- f. Monitor staff performance, develop mentoring relationships, and facilitate performance appraisals and professional development.
- g. Plan and implement succession planning for the engagement and employment of Aboriginal staff.
- h. Encourage the professional development of all staff and the pursuit of career paths appropriate to individual skills and abilities.

#### **6. Ethical Behaviour**

Being in the key leadership role, the CEO must lead by example and demonstrate personal and professional integrity and encourage Council members and staff to:

- a. be honest.
- b. promptly report and deal with improper conduct.
- c. declare and manage conflicts of interest.
- d. treat staff, community members and community partners with respect and courtesy.
- e. make decisions and provide advice fairly and without bias, favouritism or self-interest.
- f. deal with organisation information in accordance with law and regulatory requirements.
- g. avoid conduct that will reflect adversely on Mowanjum Community; and
- h. accept responsibility for decisions and actions.



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## SELECTION CRITERIA

The Chief Executive Officer will need to demonstrate highly developed skills and experience against the following criteria;

### Essential:

1. Proven experience as a CEO or other senior leadership role carrying responsibility for social and economic development.
2. Proven experience working with a board of directors, providing professional development and strategic planning advice.
3. Demonstrated ability to work and communicate closely, effectively and sensitively with Aboriginal people, communities and organisations.
4. Experience managing municipal and other services to a community, and a shared commitment with a Council and community to meet the interests and needs of its members.
5. Demonstrated financial management skills (ie interpret reports, budgets, manage commercial enterprises).
6. Experience in managing programs, including developing and monitoring million-dollar budgets and reporting to funding bodies and program partners.
7. Demonstrated Human Resource management skills, including staff recruitment, training, supervision and motivation; excellent leadership skills and capability to inspire and lead staff to perform to a high standard.
8. Sound knowledge of state and commonwealth agencies funding in the areas of municipal services, infrastructure or health, social, cultural, educational and economic programs.
9. Ability to build and maintain positive working relationships with a wide range of internal and external stakeholders (especially government and key industry partners) and experience and commitment to rigorous internal and external accountability.
10. Demonstrated high level interpersonal, written and verbal communication skills including IT skills.
11. Possession of a current Motor Vehicle driver's licence (WA Class C or equivalent).
12. Possession of a National Police Clearance Certificate and Working with Children Check (both to the satisfaction of the Council and Selection Panel).

### Desirable:

1. Experience working in an Aboriginal Community
2. Experience dealing with ORIC and knowledge of the compliance and reporting requirements for a registered Aboriginal Corporation.



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## CONDITIONS OF APPOINTMENT

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| <b>Term of Appointment:</b>                            | <b>One-year Maximum Term Contract</b> with opportunity to renew depending on Annual Performance Review  |
| <b>Probation Period:</b>                               | 3 months  |
| <b>Performance Review:</b>                             | Conducted annually by Council.  |
| <b>Base Salary:</b>                                    | \$85,000 – \$90,000 depending on skills and experience  |
| <b>Superannuation:</b>                                 | 9.5 % SGC   |
| <b>District Allowance / Salary Sacrifice Benefits:</b> | \$7,800 – Family or \$3,900 Single District Allowance<br>Mowanjum is a registered public benevolent institution so is exempt from FBT therefore FBT Salary Sacrifice is available up to \$30,000 (\$16,042 net value) grossed up taxable value per FBT year. Any debt or expense including loans, credit cards may be packaged. |
| <b>Relocation:</b>                                     | Up to \$4000 on production of receipts, to be reimbursed on successful completion of Probation Period   |
| <b>Accommodation / Utilities costs:</b>                | Accommodation Allowance of approx. \$700 p/f towards a house in Derby. Mowanjum Aboriginal Corporation (MAC) will arrange the lease in the employee's name.<br>All utilities, including power, water, telephone and Shire rates are paid for by MAC to a maximum of \$6000 per financial year.                                  |
| <b>Vehicle:</b>  | A 4WD Utility is available for work and reasonable private use within the Kimberley. A Fuel allowance is also provided.   |
| <b>Telephone:</b>                                      | A Mobile phone is provided for work purposes and reasonable private use.  |
| <b>Annual leave:</b>                                   | 6 weeks per annum (pro rata)  |
| <b>Sick Leave:</b>                                     | 12 days per annum (pro rata)  |
| <b>Airfare Allowance:</b>                              | 1 economy class airfare allowance, provided to employee after 12 months service, annually thereafter (to the value of \$1500 p/a)   |
| <b>Public Holidays:</b>                                | All Public Holidays in WA   |

## APPLICATION PROCESS

If you want to apply for this position, please:

- address [all the Selection Criteria](#) outlined above (on page 5)
- send your application with your cover letter and resume (with 3 referees) to [info@optimisehr.com.au](mailto:info@optimisehr.com.au), using the subject line: "Mowanjum Community CEO Application".

If you require further information, please contact Catherine Tribble on 0407 744 997.

**Applications close Friday 31<sup>st</sup> January 2020.**