



Position Description and Selection Criteria

Chief Executive Officer

Primary Objective

The Chief Executive Officer will be responsible for directing the day-to-day administration and operations of Gulf Savannah NT Aboriginal Corporation (GSNTAC).

Reporting relationships

The Chief Executive Officer is directly accountable to the Board of GSNT. The CEO also has two direct lines of supervision:

- Deputy CEO and Senior Manager of Activities and Training.
- Senior Manager Corporate and Compliance.

Organisational environment

Gulf Savannah NT Aboriginal Corporation is the Community Development Program provider for the Darwin Daly region in the Northern Territory. The CDP program is administered by the Department of the Prime Minister and Cabinet and assists jobseekers in the Gulf region in addressing vocational and non-vocational barriers to employment, developing vocational skills, accessing education and gaining employment.

If you are interested in applying for this position, please contact us at the email address below to arrange a time and to receive the selection documentation.

The Registrar of Indigenous Corporations placed GSNTAC in special administration on 26 February 2016 to assist in overcoming various matters that were in dispute between the two corporate members of the corporation, Mabunji and Mungoorbada.

A new rule book has now been adopted so that individual Aboriginal people living in the Gulf region will make up the membership base. The corporation will be governed by a new board of 9 directors, comprising 4 individuals elected by members, 2 members appointed by Mungoorbada, 2 members appointed by Mabunji and 1 independent expert director (who does not need to be a member).

It is anticipated that the Special Administration will have concluded by the end of May and a new Board established.

In bringing together a new Board, and as a result of the new rules governing the organisation, GSNTAC is seeking to appoint a high performing CEO to work closely with the Board, organisations and government departments in the region, continue to build GSNTAC's business and ensure that high quality services are being provided to support CDP participants in the region.

A critical role of the CEO will be to provide leadership to the organisation and support staff to build their skills and knowledge in working in a complex field of employment servicing.

GSNTAC has offices in Borroloola and Robinson River and also supports outlying communities and outstations.

GSNTAC is overseen by a Board of Directors.



The CEO role

- Ensuring that GSNTAC adheres to its corporate governance, statutory and contractual reporting obligations.
- Playing a leadership role in creating and maintaining a positive and successful day-to-day working environment and organisational culture.
- Ensuring high standards of financial management.
- Developing and maintaining relationships with local, Territory and Commonwealth Governments, and other relevant non-government agencies and affiliated groups.
- Representing GSNTAC in a variety of settings, including public forums and government meetings and external committees, boards and councils as necessary.
- Working with the Board to develop a forward plan for the organisation that ensures a continued performance improvement trajectory and the diversification of its business.
- Advocating for and seeking to build the business of GSNTAC.

Decision making

The CEO is responsible for all day to day decision making, including in relation to the expenditure of funding and the management of human resources.

The CEO is also responsible for ensuring that the Board is engaged in relation to any significant decisions affecting the overall direction and/or performance of the organisation.

Selection Criteria

Essential

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people.
- Demonstrated ability to build new business and develop activities that support Community Development Program participants.
- Demonstrated understanding of the employment and training opportunities in the region and how to access these for CDP participants.
- Demonstrated ability to lead a team responsible for ensuring that CDP participants are being supported in suitable activities and that staff are contributing to the performance of the organisation.
- Excellent oral and written communication skills.
- Sound commercial knowledge and understanding of business success principles.
- Proven ability to develop, implement and manage projects to conclusion.
- High level management skills with experience, working in a strong regulatory environment and interacting with government and statutory bodies.
- Understanding of and commitment to the effective implementation of Occupational Health & Safety and Equal Employment Opportunity practices.

Desirable

- Tertiary qualifications in a relevant field or equivalent experience.
- Previous experience in delivering the CDP (or similar) programs.