**Yorta Yorta Nation Aboriginal Corporation**

**Duty Statement**

 **Chief Executive Officer**

**Employer:** Yorta Yorta Nation Aboriginal Corporation (YYNAC)

**Location:** YYNAC Shepparton Office

**Job Title:** Chief Executive Officer

**Immediate Supervisor:** YYNAC Board of Directors

**Reporting Executive Team:** Deputy CEO and Senior Managers of Yenbena Registered Training Centre, Corporate Services & Cultural Heritage & Natural Resources Unit.

**Status and hours:** Full time. 38 hours per week. This position will involve

 working and travelling outside of normal working hours.

**Award:** Non-award salaried position

**Gross Base Salary:** Salary range $100 - $120k. Based on experience.

 Includes salary sacrifice packaging plus 9.5% Superannuation and

 holiday leave loading.

**Term of employment:** This position is full time for initial contract period of 12 months.

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**BACKGROUND**

Yorta Yorta Nation Aboriginal Corporation (YYNAC) was established in 1998, under the CATSI Act 2006, to represent the members of the 16 Family Groups who are descendants of the Original Ancestors of the Yorta Yorta Peoples; to make decisions and act on any matters of significance to the Yorta Yorta Peoples; and to enter into agreements with any person, First Nations, Government agency or authority in relation to the protection of Yorta Yorta Country.

YYNAC are have been operating under an ORIC Compliance Notice since 28th April, 2017.

YYNAC is a Victorian Registered Aboriginal Party (**RAP**).

YYNAC is a Nationally Registered Training Organisation (RTO)

YYNAC is a partner under the Yorta Yorta Co-management Agreement with the Victorian Government.

**ORGANISATIONAL VISION:**

*‘To Learn from the past to build on Yorta Yorta’s future’*

In fulfilling our vision, we are:

* Maintaining on behalf of all Yorta Yorta People rights to our culture, traditional lands and waters, self-determination and sovereignty.
* Acknowledging and honouring the rich history of the Yorta Yorta Nation, our Elders and our peoples in the struggle for their inherent rights.
* Providing a collective voice for the Yorta Yorta Nation and our sixteen (16) Family groups and our Original Ancestors.
* Providing a platform for opportunities for growth and development of our Family groups of the Yorta Yorta Nation.
* Preserving and protecting the Yorta Yorta Language, Traditional Lands and Waters, Culture and Heritage.
* Achieving Economic sustainability through Land and Enterprise Development.

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**ORGANISATIONAL VALUES:**

* **Professional Integrity**
*We treat all our people with dignity and respect*
* **Quality***We will always strive to do our best and improve the way we do things*
* **Responsibility***We commit to the actions we take to achieve the best possible outcome for our people*

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**POSITION SUMMARY**

Yorta Yorta Nation Aboriginal Corporation is seeking a highly motivated and professional ‘hands-on’ Chief Executive Officer who is capable of working across all levels of a large Aboriginal traditional owner organisation, including experience in providing high-level advice to the Board of Directors, Council of Elders on operations, policy and planning and in leading high level negotiations with Government, Corporate and NGO’s.

The priority is to strengthen YYNAC through the implementation and delivery the YYNAC Strategic Business Plan by promoting Yorta Yorta traditional cultural knowledge and practice in advancing Yorta Yorta People’s rights over their traditional lands and waters.

The CEO will display strong leadership ability, high integrity and a commitment to lead, manage and develop the YYNAC’s through inspiring and supporting Senior Managers, staff, volunteers and contractors in accordance with the YYNAC’s values at all times.

**KEY RESPONSIBILITIES**

* In representing and promoting the integrity and professional reputation of the Yorta Yorta Nation Aboriginal Corporation and its members.
* Advocate on behalf of the organisation and its members, Family Groups and Council of Elders in developing partnerships, collaborations and opportunities in achieving Yorta Yorta Peoples cultural, social and economic sustainability.
* Ensuring the effective and efficient management and operation of the YYNAC in accordance with the values and strategic direction of the organisation.
* Consolidate and implement organisational policies, goals, objectives and procedures, conferring with board members and staff members as necessary.
* Manage, monitor and report to the Board on the YYNAC’s compliance with all statutory, funding, grant, contractual and legislative requirements.
* Participate in the development, implementation and review of the YYNAC’s strategic and operational business plans.
* Pro-actively source and secure government and non-government funding to deliver existing operations and to create a sustainable future for the YYNAC.
* Recruit and effectively manage the YYNAC team in line with the approved budget.
* Support existing team members to achieve their potential through coaching, mentoring and professional development.
* Provide expert advice and support to the management team in the financial monitoring, planning, forecasting, budgeting and analysis of the YYNAC’s business service units.
* Ensure all decisions of the organisation are made in compliance with current policies and procedures and delegation of authority.
* Monitor internal and external factors that could provide opportunities, risks and impacts for the YYNAC. Make recommendations to the Board and Council of Elders and take action as required.
* Develop and maintain productive working relationships with relevant individuals and effectively represent the organisation to key stakeholders including government, NGO’s, community and corporate sectors.
* Oversight of financial, legal and accreditation compliance of Yorta Yorta and as a Registered Training Organisation and as a Registered Aboriginal Party.
* Approve media releases and represent the organisation in the public arena.

**Key selection criteria**

* Be of Aboriginal decent and actively engaged as an Aboriginal person and Community member.
* A proven knowledge and understanding of Yorta Yorta People and other First Nations Peoples, and their culture and history in south eastern Australia,
* Extensive experience working in a position of Senior Management ideally as a Chief Executive Officer of a community controlled Aboriginal Organisation (ACCHO) or in a senior level of Aboriginal Affairs within the government or corporate sector.
* Academic qualifications ideally in Governance, Business and Finance or relevant proven working experience in either field for over 5 years.
* Extensive knowledge and experience in working relationships working with Indigenous Peoples including other First Nation Peoples, Governments and their agencies, NGO’s, community and corporate sectors.
* Knowledge and practice in Indigenous Intellectual knowledge protection, cultural and environmental heritage and human rights.
* Proven research and report writing skills.
* Excellent Strategic planning and implementation skills.
* Experience in human resources management, finance and business management, corporate compliance, Information Technology and Communications.
* Proven ability to communicate effectively with Aboriginal People and handle issues in a culturally sensitive manner.
* Good written and verbal communication skills.
* Demonstrated ability to lead and work effectively with a multi-skilled team.
* Well-developed computer skills, including familiarity with financial management software such as MYOB/ ZERO.
* Current driver’s license.

**Other relevant information**

* Provide documentation on Aboriginality if requested.
* Provide a current Police and Probity check.
* Appointment is subject to a satisfactory police check.
* Commitment to equal opportunity and occupational health and safety principles and practices is required.
* You will need to disclose any pre-existing illness or injury you know about which could be affected by the described work duties. Under section 82 (7) of the Accident Compensation Act, failure to disclose such a pre-existing illness or injury will mean that, if employed, you will not be paid compensation for that condition.

**NOTE:** Yorta Yorta People are highly encouraged to apply.

 Term “Aboriginal” is inclusive persons of “Torres Strait Islander” descent.