

**YORTA YORTA NATION ABORIGINAL CORPORATION
POSITION DESCRIPTION
CHIEF EXECUTIVE OFFICER**

POSITION TITLE:	Chief Executive Officer
ACCOUNTABLE TO:	Board of Management
REPORTS TO:	Board of Management
CONTRACT TYPE:	Contract to 30 June 2016 with a 6 month Probation period, This is an “Indigenous Only Role with Yorta Yorta decent Highly Preferred” under Special Measures of the EEO Act 2010 Section 12.
HOURS:	Full-Time (38hrs per Week), 9.00am to 5.00pm plus any additional hours at times as reasonably required for the role.
POSITION SCOPE:	<p>Reporting to the Board of Directors, the CEO provides operational and strategic leadership for the Yorta Yorta Nation Aboriginal Corporation.</p> <p>The CEO is responsible for the effective management of high-quality service delivery, infrastructure maintenance and the development and maintenance of a cohesive culture committed to continual improvement and quality.</p> <p>The CEO will work closely with the directors of YYNAC to ensure the strategic business plan of the corporation is properly implemented and achieved and ensure a high level of organisational accountability and transparency to all stakeholders.</p>

ORGANISATIONAL VISION:

‘Learning from the past to build on Yorta Yorta’s future’

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

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

Corporation Governance Support

The CEO will develop a strong, effective, and supportive role with the directors and never work in isolation from them adhering to the principles of community control and free, prior, informed consent.

- Assist in the training of directors and interested members in appropriate corporate governance standards as required by the regulator and funding agencies.
- Ensure YYNAC complies with all legislative requirements and grant funding conditions while supporting the directors to perform their roles and duties to achieve this outcome.
- Research issues for the Board of Directors as required.
- Maintain a current Risk Management Register reporting to the board to ensure the appropriate development of treatment plans and to monitor their effective implementation and escalation.
- Provide high quality professional business advice and support the development of strategic plans by the directors.
- Be responsible for implementing all director approved strategic plans.
- Provide monthly and all necessary reports to the directors in a timely and coherent manner so that they will have the best possible conditions to make informed decisions about the operations of YYNAC.
- Work with the directors to review the operations and financial position of the corporation at least every 3 months and update the strategic and business plans on the basis of informed review.
- Prepare the Annual Report for AGM and Funding Bodies.
- Assist directors to perform their role when representing the corporation to external parties and stakeholders in all environments.

Operations Management

The CEO is responsible for the management of all YYNAC operations on a daily and long term basis. This will involve managing the effective delivery of all grant funded, business and change management activities and services, management of the corporation's responsibilities to ensure all externally provided services are of high quality and meet the needs of the corporation and the community. The CEO will be responsible for providing appropriate office and business systems and infrastructure necessary to meet the corporation's needs.

Facilities Management and Business Systems

- Be responsible for the efficient operation of the YYNAC offices, Lands and leaseholds, Training Centre, vehicles, plant and equipment, including managing all staff and external users.
- Be accountable to establish and maintain suitable systems of internal control including: financial and accounting packages, risk management systems, project management systems, administrative systems, information technology and communications systems.

- Be responsible for security of equipment, sites, personnel, and information including: business continuity and disaster recovery contingencies, and intellectual property rights administration.
- Drive Health, Safety, Security and Environment (HSSE) performance and culture within the organization.

Assets Management and Register

- Ensure the management of an up to date assets register of YYNAC assets.
- Ensure all YYNAC assets are secured, maintained and insured.
- Ensure the organization objectives are met through the effective management of available resources – People, financial and physical resources.

Finances/Accounting

The CEO is responsible for overseeing the financial management of the organization and will:

- Work with the administrative staff, the accountant and auditor to ensure clarity of activity and appropriate use of funds. Ensure the YYNAC has adequate accounting systems, financial management and reporting procedures in place.
- Ensure accurate, useable, and timely financial reports are provided to the directors in order that they may properly perform their legal and fiduciary duties.
- Prepare budgets for expenditure approval and operate within approved expenditure budgets.
- Oversee bank accounts and purchasing across the organization to ensure value for money and compliance with budgets and funding agreements.

Policies and Procedures

- Develop essential policies and procedures for YYNAC to be approved by the directors and then ensure their implementation into day to day operations.
- Ensure continuous improvement of systems and procedures through review, audit and documentation of changes.
- Ensure Privacy and Confidentiality is maintained in line legislation.
- Monitor and resolve complaints and uphold the corporation's code of conduct and ethical standards.

Staff Management/Human Resources/Industrial Relations

- Meet with the Executive management team monthly and review program and department reports to provide leadership, guidance and ensure the achievement of organizational objectives within established guidelines and constraints.
- Manage all YYNAC staff, contractors, and consultants strategically on a daily basis to achieve the best possible outcomes for the corporation and address any conflicts of interest.
- Maintain the delegation register and ensure the use of appropriate Job Descriptions, Duty Statements, and contracts of employment for all YYNAC positions.
- Strategically implement and manage the delivery of any staff training and development.
- Manage all other human resource requirements for the corporation including management of staff performance and payroll authorization.
- Access and provide any industrial relations support needed from time to time.

- Appoint and develop staff to meet the competency needs of the strategic objectives set by the Board of Directors.
- Develop a supportive culture and maintain a culturally safe environment.
- Ensure succession planning and staff development processes are in place.

Business Development

- Secure and optimize core funding base and develop a Financial Plan.
- Oversee all external funding applications while targeting key funding bodies/commercial opportunities to support delivery of the Strategic Plan.
- Uptake of new business activities as and when possible, including small enterprises and the potentially larger activities associated with the possible expansion of the RTO and tourism markets.
- Oversee project planning and service agreements ensuring compliance with stated deadlines, objectives and deliverables.
- Development of strategies to engage specialist expertise and support for business development.
- Provide support and guidance to the RTO for the growth and development of this strategically valuable asset from a strong understanding of training needs and the AQTF, AQF and VRQA requirements.
- Ensure the YYNAC organization is highly responsive to the needs and aspirations of the Yorta Yorta Nation community.

Manage Stakeholder Business Relationships

The CEO is primarily responsible for ensuring involvement of the directors and staff in maintaining good working relationships with key stakeholders and managing all business issues relevant to the corporation for the purpose of advancing the cultural and political objectives of the Yorta Yorta Nation.

- Manage a communication strategy for YYNAC that ensures positive public relations to develop/maintain community and stakeholders confidence.
- Develop, maintain and leverage key internal and external relationships with a wide range of stakeholders including: Council of Elders, Youth Council, Yorta Yorta Joint Body, Yorta Yorta TOLMB, adjacent Traditional Owners, Governments and Statutory Authorities.
- Develop and manage MOU's with key partners.
- Establish and maintain relationships/partnerships in order to further Yorta Yorta Nation's image and branding.
- In conjunction with the directors, the CEO also must professionally represent the corporation in any local, regional, national and/or inter-national forums ensuring covenants are upheld and the objectives of the Yorta Yorta Nation are represented.
- Oversee sponsorship requests and requests for YYNAC sponsorship for board approval.
- Manage all media enquiries and approve all material for publication.

Professional Conduct

- Act, at all times, in a professional manner in accordance with the policies and practices of the Corporation.
- Contribute to the organisation's reputation in the broader community by operating in an environmentally responsible way, as well as promote and encourage diversity and the values of YYNAC.
- Participate in ongoing training and development.
- Other duties as directed by the board and/or by the context of circumstances arising within YYNAC operational concerns.

KEY SELECTION CRITERIA

Competency Requirements

1. Leadership

- Proven leadership at an executive level, with the ability to understand and implement legislation impacting on the corporation and stakeholders.
- High level strategic planning and implementation skills with innovative application of resources and knowledge of corporate management requirements.
- Strong leadership, coaching and motivational skills with an ability to develop and enhance the performance of a team.
- Sound Knowledge of Yorta Yorta history, objectives, culture and an ability to communicate effectively with and advocate on behalf of Yorta Yorta people.

2. General Management Competencies

- Excellent interpersonal and communication skills including the ability to resolve complaints negotiate key outcomes and advocate on behalf of the corporation.
- Excellent decision making and problem solving skills.

3. Policy Implementation

- Experience developing and implementing policy relevant to the operation of corporations demonstrating an adherence to the principles of consultation and continuous improvement.

4. Governance and Compliance

- Ability to support the Board of Directors to make informed decisions on behalf of their constituents with a demonstrated capacity to administer legislation based on thorough knowledge of statutory, legal and contractual obligations.
- A sound ability to develop and maintain integrated management systems and maintain records.

- Knowledge of Aboriginal Heritage Act, CATSI, all other industry and not-for-profit related legislation.

5. Financial Results

- Extensive experience in financial management and demonstrated ability to ensure financial viability.
- Well-developed computer skills including familiarity with financial management software.

6. Community Development

- Considerable experience in dealing with constituencies and stakeholders with a demonstrated ability to build economic, social and environmental sustainability at an organisational level.
- Experience working with the principles of free, prior, informed consent in an Aboriginal organisation.

7. Self-Management

- Acts with integrity engages in regular critical reflection on feedback and experiences in the workplace, and adjusts accordingly whilst facilitating own professional growth.
- Actively develops skills to maintain standards within the professions that relate directly to work at the YYNAC.

8. Qualifications and Experience

- Qualifications in a relevant field of Management or Business.
- Qualifications or comparable experience in Aboriginal Cultural Heritage Management and Conservation and Land Management.
- Comparable experience at an executive management level is required for this position.

OTHER RELEVANT INFORMATION

- Must have a current driver's license.
- Appointment is subject to a satisfactory police check.
- This is an "Indigenous Only Role with Yorta Yorta decent Highly Preferred" under Special Measures of the EEO Act 2010 Section 12.
- 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.