



**Gungandji Aboriginal Corporation RNTBC**

13 Smith Street  
YARRABAH QLD 4871  
Phone: (07) 4056 9126  
ICN 7421 / ABN 12 901 922 092

## **Position description Executive Officer**

The duties of the Executive Officer are:

- Operate with a degree of autonomy and under limited direction from the directors
- Manage the corporation's activities, programs and operations and ensure compliance with funding agreements
- Influence the operational activities of the corporation and provide leadership in the management of the corporation
- Develop and implement the corporation's budgets and operational policies and procedures
- Manage and provide leadership to the corporation's staff
- Implement the corporation's strategic and business plans
- Lead consultation with Gungandji people, Yarrabah residents and funding agencies in the design and delivery of the corporation's programs and projects
- Coordinate community events and corporation activities to bring together elders and youth to facilitate the transmission of traditional knowledge
- Manage the recording, documentation and protection of Gungandji cultural heritage and culture
- Negotiate on matters of significance on behalf of the corporation.

## **Selection criteria**

### **1. Leadership, initiative and judgement**

Develop and maintain a relationship of trust with the directors by demonstrating capability and a high level of personal and professional integrity in business, professional relationships and financial matters. Take personal responsibility to achieve outcomes and deliverables for the organisation. Exercise judgement and decisiveness and identify opportunities for implementing organisational strategies.

### **2. High level strategic planning and operational management**

Ability to achieve organisational objectives through strategic/business planning and management of strategic direction set by the directors. Ability to develop and implement strategic, project and business plans and manage human, financial, information and material resources. Skills in policy development, business planning and an ability to plan and direct the operations of a complex organisation.

### **3. Financial management**

Ability to manage the financial affairs of a large not-for-profit organisation, including budgeting, financial management and reporting, and ensuring compliance with legal and funding obligations.

### **4. Communicate with influence**

Communicate with influence, cultivate strategic alliances and build productive relationships with traditional owners, funding agencies, government and corporation members.

## **5. People management**

Ability to promote a work environment that empowers, motivates and develops the diverse talents of all employees and maximises staff performance.

## **6. Cultural appreciation**

Ability to communicate effectively with Aboriginal people and communities and an understanding of Aboriginal cultural diversity and communication processes.

## **7. Compliance with regulatory frameworks**

Sound understanding of laws and regulations governing the activities of a native title body.

### **Prerequisites**

A relevant degree or qualification and substantial experience working in a traditional owner or native title corporation is highly desirable.

This is a full-time fixed term role for six months with the possibility of extension.

### **Salary range**

\$63,836 - \$72,581 per annum depending on the experience and qualifications of the successful applicant.