



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

CHIEF EXECUTIVE OFFICER

POSITION DETAILS

Position Title:	Chief Executive Officer
Fixed Term Contract:	3 Years fixed term contract with option to renew relating to performance
Remuneration:	As determined by the GMTOAC Board of Directors dependant on Qualifications and Experience. Salary packaging available. 10% Superannuation, Mobile Phone and Motor Vehicle Allowance
Hours:	38 hours per week plus reasonable additional hours necessary to perform the CEO's role
Location:	Gunditj Mirring Traditional Owners Aboriginal Corporation (GMTOAC) Keeping Place and Business Administration Centre, 248 Condah Estate Road Breakaway Creek VIC 3304 or any other GMTOAC premise as required
Reporting to:	GMTOAC Board of Directors, GMSPL Board of Directors and relevant sub-committees

Send completed applications addressing the Key Selection Criteria to:

Private and Confidential: Trudy Thorp, Human Resources and Risk Manager via email

trudy@gunditjmirring.com

Closing Date: Sunday 20th February 2022 at 5:00pm.

ELIGIBILITY

Appointments are subject to satisfactory completion of relevant screening checks.

The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic) and s8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).

This is an identified position, but successful applicants must be able to provide evidence that they have worked with, managed, and supported Aboriginal and/or Torres Strait Islander people; and understand the historic and current issues affecting Gunditjmarra people and country; as well as the broader Australian Aboriginal and Torres Strait Islander community.

Successful applicants must be able to provide proof that they are of Aboriginal and/or Torres Strait Islanders descent; identify as an Aboriginal and/or Torres Strait Islander; and are accepted by their community as Aboriginal and/or Torres Strait Islander.

POSITION SUMMARY

The Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC (GMTOAC) was established by the Gunditjmarra people in 2005 asserting our Sovereignty to continue our connection to care and protect Gunditjmarra country and to progress our rights and interests in our cultural identity, social justice, native title, cultural heritage, and land justice for our Gunditjmarra country.

Through GMTOAC, Gunditjmarra people ensure that our cultural obligations and responsibilities which arise from Gunditjmarra country and under Gunditjmarra lore, custom and beliefs are upheld and recognised for the protection and benefit of our traditional lands and waters and for our respect to our Gunditjmarra ancestors and for our Elders.

The UNESCO World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities at GMTOAC. Alongside GMTOAC's successful and innovative programs and projects, the Budj Bim World Heritage listing elevates an already unique work experience on Gunditjmarra country to global recognition and responsibilities. The Budj Bim Cultural Landscape is a unique place with universal heritage values that demonstrate how Gunditjmarra people worked with the natural resources and environment of the Victorian Southwest region to establish a permanent place of human society over the

past 30,000 years and beyond. With the increased exposure of this World Heritage site, it has allowed GMTOAC to greatly expand over the past two years with future growth, opportunities, and expansion to rapidly increase within the next few years.

Gunditj Mirring Services Pty Ltd (GMSPL) was formed in 2021 as a subsidiary company under GMTOAC and trading as Budj Bim Cultural Landscape Tourism to allow commercial tourism to start as its own entity showcasing the Budj Bim UNESCO World Heritage listed sites.

The purpose of this role is to provide leadership, innovation, advocacy to ensure an integrated service is delivered to members and the community in line with organisational policies and procedures as well as government requirements.

The CEO is responsible and accountable to the GMTOAC Board of Directors and the GMSPL Board of Directors for the efficient day-to-day management and operation of both organisations. They will work collaboratively with the Boards, respective sub-committees and staff, to maintain and develop strategic and organisational management, structured goals and address both organisations requirements to deliver project outcomes. These responsibilities must be conducted in line with GMTOAC and GMSPL policy, procedures, guidelines, legislative requirements, Corporation Rule Book and government funding agreements to determine the work, organisational and management priorities within the context of agreed objectives and policies.

Cultural Heritage is of utmost importance to the Gunditjmara people. Our corporation assists to protect, promote and preserve Gunditjmara Cultural Heritage. As part of the CEO role, they have the responsibility to ensure that GMTOAC meets its statutory role and obligations as a Registered Aboriginal Party (RAP) under the *Aboriginal Heritage Act 2006*, *Aboriginal Heritage Regulations 2018*, and Future Acts Notifications under the *Native Title Act 1993*.

This position will assist in advancing the change agenda of the organisation in partnership with the Board of Directors and will also play a key role in collaborating with all levels of management, community members, governments agencies in implementing, monitoring, and reviewing organisational strategies. This includes ensuring inter-departmental collaboration beyond individual programs, particularly in carrying out organisational and strategic innovation, improvement initiatives and risk management processes.

ROLE RESPONSIBILITIES

POSITIONS/FUNCTIONS UNDER DIRECT SUPERVISION

The CEO will directly supervise the key management personnel and any employee that works directly for the CEO under GMTOAC and GMSPL.

DUTIES AND RESPONSIBILITIES

Strategy Development

- Present for the Board/s approval an Annual Business Plan which reflects the strategic plan and key priorities set by funding bodies, including financial KPI's and management of the annual approved budget.
- Provide progress reports to the Board/s against the Annual Business Plan and Financial Performance.
- Inform the Board/s about funding opportunities, threats, risks and strategies relating to fiscal sustainability, major change processes and reform, along with sector and regulatory issues and trends, which may impact on Corporation's goals and operations.
- Ensure that Corporation is strategically aligned with other services, if any, where partnership opportunities may exist across Victoria.
- Identify new business opportunities and strategies for delivery to the organisations' clients and the community.
- Develop together with Finance Manager and each Board's Finance, Audit, Risk and Compliance Committee, the annual budget and monitor the financial budget. Advise the Board/s at monthly meetings a report of the active and current budgets.

Leadership

- Establish a strong relationship with the Board/s, particularly with each Chairperson.
- Establish relationships with members and other stakeholders.

- With Board/s guidance, facilitate the development of the Corporation's organisational policies and articulate these policies to staff, government and non-government agencies, funding agencies and service providers.
- Represent the Corporation to peak Aboriginal Corporate bodies and to community, regional, State and National interests over policy development and planning and service provision.
- Ensure that the Corporation organisation and its purpose, programs and services are consistently and positively represented to the community and relevant stakeholders.
- Demonstrate high quality leadership and personal and professional integrity and support the development of staff and managers.
- Create a work environment, which attracts and retains appropriate talents.
- Ensure the organisation deals with fairness, transparency and integrity with employees, service providers and government and non-government agencies.
- Create a culture whereby employees perform with a focus to deliver relevant programs to the community, and the workplace is free from intimidation, lateral violence, bullying and harassment.

Operations

- Develop and implement processes that will ensure the achievement for each Corporation, the strategic direction, and goals on time and within budget.
- Ensure that programs deliver quality services and meet agreed commitments to the Corporation's clients and funding obligations.
- Put in place appropriate operational and business plans, controls, and risk management strategies.
- Ensure adherence to corporate governance and that operations conform to the relevant statutory requirements and performance Contracts with service/funding providers.

Human Resource Management

- Oversee the development and implementation of policies and procedures for human resources, information systems/management and financial management.
- In conjunction with HR update and review all position descriptions policies and procedures to ensure compliance with legislation, FairWork Australia, National Employment Standards and the Victorian Equal Opportunity Act 2010.
- Ensure effective staff management practices are in place including Code of Conduct, attendance, and disciplinary policies.
- Ensure that there are clear and appropriate practices in performance management and performance reviews of employees and identify training programs that will meet skill development needs.
- Manage a safe and healthy workplace environment.

Finance

- Ensures that financial control and compliance is maintained and met in accordance with approved budgets.
- Manage grant application and review process on behalf of the organisations including coordinating the process of call for grant applications, allocation to reviewers and collation of responses for consideration of new grants. Recommend funding plans to the Board.
- Plan and manage the Corporation's revenue and expenditure.
- Ensure the transparency and integrity of financial reporting.
- Demonstrate a personal understanding of appropriate ways of working with Indigenous clients, staff and the Indigenous community, recognizing this is a continual journey of learning.
- Ensure that all staff understand and apply culturally appropriate ways when working with all clients and community.

Risk Management and Compliance

- Ensure the compliance to the GMTOAC Rule book
- Ensure that the organisation complies with the statutory requirements of all applicable Commonwealth and State legislation, and with the conditions of contracts and grant funding agreements and plan for non-compliance (manage risk).

- Ensure compliance to all Acts, legislations, standards and any other required legal obligations that are relevant to the organisation
- Ensure compliance to all requirements by the Office of the Registrar of Indigenous Corporations (ORIC)
- Ensure that mandatory regulatory reporting is completed in a timely, professional and comprehensive way.
- Ensure all staff adhere to required audit process as part of the operational requirements of GMTOAC
- Maintain, promote and ensure risk awareness across all aspects of the organisation
- Ensure annual performance reviews are completed for all staff including the CEO's annual review against their Position Descriptions and Key Performance Indicators.

KEY SELECTION CRITERIA

The key selection criteria specified below outline the capabilities required for the position.

Specialist/Technical Expertise:

- An awareness and understanding of the impact of colonisation, and the historical and current issues affecting Gunditjmara people and country; as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society in order to communicate effectively and sensitively with Gunditjmara people and other stakeholders.
- Must have demonstrated experience in establishing partnerships and/or effectively engaging with Gunditjmara people and building Gunditjmara community capacity with a community development approach.
- Experience working with government departments or agencies to achieve mutually beneficial outcomes is desirable.
- Skills, knowledge, and experience relevant to business development, economic development of community.
- An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation, its operations, and activities.
- Sound understanding of project management and associated tools.
- Demonstrated ability to prepare well-written, timely, concise, accurate and audience-appropriate briefings and reports.

Education and Experience

- Extensive senior management or executive leadership experience in a community, cultural, or Project Management setting.
- Experience working in a service delivery setting with Aboriginal and Torres Strait Islander (preferred) or culturally and linguistically diverse communities.
- Experience in the leadership, coaching/mentoring and performance management of staff, professionals, and specialists.
- Postgraduate level qualification (preferred) in a relevant discipline including Business, Commerce and /or Project Management.
- Knowledge of safe and appropriate cultural practices for Aboriginal and Torres Strait Islander focused services.

Knowledge and Skills

- Strong leadership skills and the ability to influence and negotiate organisational decision making.
- Ability to demonstrate resilience and meet targets and objectives within a fast-paced, pressured environment.
- Has demonstrated experience in administration and the provision of the full range of administrative and operational support functions with attention to detail.
- Has demonstrated experience in development and implementation of Strategic and Business plans.

- Excellent communicator across all areas with the ability to manage stakeholders at all levels of the organisation and continually liaises with key stakeholders to ensure full understanding of the issues.
- Exceptionally strong time management and organisational skills with the ability to balance and prioritise competing needs.
- Strong written and verbal communication skills with exceptional attention to detail.
- Has highly completed computer skills including MS Office, Outlook and social media applications.
- Takes initiative and can deal with complex issues, schedule own work, exercise judgement and work under limited direction.
- Be able to work part of a team and support constant improvement in the team's economic and business development practice.

Professional Attributes:

At all times, the Chief Executive Officer will be expected to perform their duties with high standards of honesty, respect, and integrity and in line with the organisations Code of Conduct. They will maintain a positive attitude and be a self-starter who can work well independently and as part of a team.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety
- Identify risk and be able to manage and escalate issues
- Not wilfully place at risk the health and safety of any person at the workplace
- Report all safety hazards and risk exposures, including losses to their supervisor
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control
- All staff are required to actively reduce GMTOAC's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern
- Correctly use and wear any personal protective gear/equipment at all times.
- Abide by any Covid-19 requirements, restrictions, mandates, orders, legislation, and guidelines

Conditions of Employment

- Must have a Victorian Drivers Licence
- Ability to obtain a positive National Police and Working with Children Check
- Be fully vaccinated for Covid -19 as per the Mandatory Vaccination Directions

GMTOAC is an equal opportunity employer – If you believe you may be unable to achieve a positive check result, we have the ability to review your results and act with discretion. This allows us to employ staff only if we consider the outcome of this record will not have any negative impact to GMTOAC operations or reputation, or the role the staff member is completing.

Acknowledgement

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description. I also accept that as part of my development and in the course of the position evolving within the business, the position description may be updated on an ad hoc basis.

SIGNED

Employee's name: _____

Employee's signature: _____ Date: _____

Board Chair name: _____

Board Chair signature: _____ Date: _____