



POSITION TITLE:	Chief Executive Officer (CEO)
DIVISION / SECTION:	Corporate Services
SUPERVISOR:	Board of Directors
LEVEL:	Executive (\$180,000 - \$250,000) AUD
STATUS (FTE):	1.0
DIRECT REPORTS:	Up to 12

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region.

BAC's mission is to improve the lives of our people on land and sea to preserve and grow culture and language. BAC is a values-based organisation with an emphasis on: Trust, Respect, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies and strategies developed by the board and at the executive level through the leadership of the CEO and the Senior Management team.

The organization manages and administers a suite of businesses and programs to promote the wellbeing and livelihoods of the residents of the 32 outstations under its control.

These include:

- The Community Development Program, RSAS, Money Management Services,
- Housing, Construction, Civil Works, and Light and Heavy Vehicle Mechanical Workshops
- The Barlmark Supermarket, Fuel Supplies, Wild Foods Cafe, Community Patrol
- The Babbarra Women's Centre, Djelk Rangers, Maningrida Arts and Culture, the Djomi Museum, Maningrida Wild Foods, and Business Development Enterprises.

PURPOSE OF THE POSITION - Chief Executive Officer

Operating under the direction of the Board of Directors and in accordance with Bawinanga Aboriginal Corporation's Strategic Plan, Corporate Plans, Policies, relevant legislation and funding requirements, the CEO holds responsibility for the following:

- Ensuring BAC focusses on its core business.

SAFE PROUD PEOPLE CONNECTED TO COUNTRY

- Promoting and facilitating positive behaviour throughout the Corporation ensuring that all staff understand and apply culturally appropriate ways when working in Community and Homelands.
- Providing leadership, motivation, and direction to the staff of the Corporation, promoting the collective interests of the members of the Corporation in accordance with the Constitution.
- Effectively managing staff and encouraging local Aboriginal employment wherever possible
- Remaining up to date with all aspects of Indigenous Affairs; particularly political, social, and economic matters that affect the Corporation.
- Encourage and maintain good communications and reporting within BAC.
- Engaging with all tiers of Government to best advantage BAC and adapt to any changes in Government policy.
- Maintaining links with Northern Land Council and ensure compliance with the Aboriginal Land Rights Act.
- Identify funding sources and prepare grant applications and ensure proper acquittal procedures are in place and adhered to.
- Provide quality, timely and factual reports, advice, and assistance to the Board, including Annual Report, and submissions as required in relation to Corporation activities and structure.
- Investigating (facilitating appropriate research and assessments) and reporting to the Board about the future needs of the Corporation.
- Ensuring that BAC complies with all relevant laws and regulations within the scope of its operations, and particularly the BAC Code of Conduct.
- Undertaking prescribed roles in accordance with the EBA including redundancy, disciplining of staff as required, and dismissals.
- Be available as the main point of contact including: the media, government, and other organisations.
- Perform all other reasonable duties as required and expected of a CEO.

Key Accountabilities:

1. Provide management oversight and responsibility across BAC to ensure the effective and efficient functioning of the organisation. Incorporating strong and clear leadership internally to the organisation and its people and externally to the organisation's stakeholders.
2. Coordinate and be accountable for the financial operations in relation to Agreements BAC has entered and compliance with all corporate (ORIC) and other reporting requirements with the Financial Controller.
3. Coordinate network stakeholders across the Maningrida region, manage stakeholder relationships and build capacity through a whole of government approach.
4. Provide and coordinate the professional support, induction, training, and development of all BAC staff, and establish/maintain a good professional support network.
5. Establish and administer the timely and effective collection of information on Homelands/Outstation community needs, levels of satisfaction and industry best practice levels in relation to all BAC programs and services.
6. Lead and assist with the development of regional strategic and operational plans which set targets and include work plans for BAC and develop appropriate reporting tools.
7. Development of business opportunities that support job and income creation for local members and provide strong economic returns to the organisation and the community.

SAFE PROUD PEOPLE CONNECTED TO COUNTRY

8. Maintain safety and ensure that Work Health and Safety Regulations are adhered to.
9. Provide regular written and verbal reports to the BAC Board Members as required; and
10. Ensure an effective, efficient, and courteous service is provided to all service users and the community.

Selection Criteria:

1. Strong understanding of the strategic, business, and cultural imperatives of working for an Aboriginal Corporation.
2. Excellent communication and interpersonal skills, including the ability to negotiate, influence and consult with a range of key stakeholders including remote aboriginal people who do not have English as a first language.
3. Demonstrated ability to provide clear and pragmatic leadership within an organization experiencing growth and change, and the ability to coach and guide your team and other leaders in meeting organizational objectives.
4. Demonstrated experience in managing a multi-disciplinary team with the proven ability to apply leadership and team building skills with the emphasis on establishing and maintaining staff motivation and morale.
5. Demonstrated experience, or similar relevant experience in seeking and managing government funding and relevant reporting and acquittal requirements.
6. Excellent commercial and financial acumen with the ability to maintain compliance as well as balance financial and community expectations.
7. Ability to work as part of a team in a cross-cultural environment, fostering open communication and continuous quality improvement with a positive and innovative approach to problem solving.
8. Must have the ability to obtain a National Police Clearance and NT Ochre Card before taking on the role.

Remuneration will be negotiated as agreed between the successful candidate and the board as commensurate with industry standards. Interested applicants must submit a resume and letter addressing key selection criteria.

Applications are to be submitted to human.resources@bawinanga.com

Approved:

Jacqueline Phillips

BAC Chairperson

Date:25/10/2023