



Job Title: Chief Executive Officer

Recruitment Specialist: Ali Kimmorley

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Awabakal Local Aboriginal Land Council (ALALC) exists to improve, protect and foster the best interests of all Aboriginal people and members within the Awabakal area, which extends from Wollombi in the south, to the Lower Hunter River in the north and across to Lake Macquarie.

ALALC provides a broad range of services to its members and the broader community including social housing, Elders and Youth programs, cultural education and information, cultural and heritage assessments, archaeological excavations and community representation of the Awabakal people at local events.

The organisation holds a large property asset base with future opportunity for strategic utilization of these assets that will provide sustainable financial and community benefits for ALALC.

How to apply:

- Initial enquiries can be made in confidence to Ali Kimmorley on 0421 697428
- Applications, including covering letter addressing the Position Requirements listed in the PD below, can be submitted at <https://www.peoplefusion.com.au/jobs/chief-executive-officer-2>
- Applications close COB Thursday 2 September 2021.
- This position is an Indigenous Australian identified position. ALALC considers that being an Indigenous Australian is a genuine occupational qualification under the Anti-Discrimination Act 1977 (NSW).



POSITION DESCRIPTION	
POSITION	Chief Executive Officer
RESPONSIBLE TO	Awabakal Local Aboriginal Land Council (ALALC) Board
DIRECT REPORTS	Business Support Officer Culture and Heritage Officer
POSITION SUMMARY	The Chief Executive Officer (CEO) is responsible for the day-to-day management of ALALC's affairs and staff, ensuring operations are managed effectively, within budget and underpinned by the strategic direction of the Board and the ALALC community, land and business plan.
LAST REVIEW	August 2021 (Board)
FINANCIAL DELEGATION	Nil

Key Responsibilities and Accountabilities

Management of operations and finances

- In consultation with the Chairperson of the Board, coordinate the development, preparation, implementation and achievement of the ALALC community, land and business plan.
- Manage the assets of ALALC ensuring they remain in an acceptable state and develop proposals to maximise their potential in line with the community, land and business plan.
- Continuously review and improve existing service offerings to ensure they are responsive to the needs of service users and in line with best practice.
- Identify and drive opportunities for business and asset development, and work with others key stakeholders to develop recommendations on asset use or disposal for Board consideration and approval.
- Apply for grant and funding opportunities that align with the community, land and business plan.
- Oversee the management of social housing assets, reporting back to the Board on allocation of housing, priorities for repairs, collection of rents, evictions and re-allocation.
- Take measures to ensure long term financial viability of ALALC, including reviewing costs and generating revenue streams from existing ALALC assets, as well as other appropriate avenues.
- Facilitate the flow of financial reporting to the Board and key external stakeholders, including but not limited to funding bodies and the NSW Aboriginal Land Council.
- Prepare and present a proposed annual budget and monthly financial statements to the ALALC.

Governance and support to the Board

- Oversee the effective operation, administration, governance and development of ALALC in accordance with relevant legislation and obligations, including but not limited to the *Aboriginal Land Rights Act 1983* (NSW).
- Advise the Board on governance principles and implement a best practice Corporate Governance and Risk Management Framework, ensuring transparent communication of key information.
- Provide timely and professional reports to the Board on ALALC's performance against key strategic and operational metrics



Community engagement

- Actively engage with the Awabakal community and represent the ALALC, its mission, services, programs and achievements in a strong and positive manner.
- Establish and maintain relationships with key external organisations, including all levels of Government, and utilise those relationships to meet strategic goals of ALALC and for the Awabakal community.
- Represent ALALC in public forums, government meetings, external committees and other relevant settings.
- Actively engage in public policy development and advocacy for issues relevant to ALALC, its services and goals.

People management and other general responsibilities

- Provide leadership and direction to all staff of ALALC through regular supervision, timely feedback, support and regular review of performance and development.
- Exercise leadership and due diligence in relation to work health and safety matters, to ensure that the ALALC complies with legal obligations to workers and other persons.
- Take reasonable care of your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other employees or clients.
- Lead by example by role modeling appropriate and respectful workplace behavior at all times and promoting a working environment which is free from discrimination, bullying and harassment.
- Undertake any other tasks, duties or specific projects within your area of skill and expertise, as required by Awabakal Local Aboriginal Land Council.

POSITION REQUIREMENTS

Essential

- Tertiary qualifications in business, commerce or a relevant field.
- Detailed knowledge and understanding of cultural practices, values and issues that affect Aboriginal and Awabakal people.
- Strong business and financial acumen, with demonstrated experience in growing revenue streams for a small to medium enterprise.
- Significant experience working with Aboriginal and Torres Strait Islander communities, in particular Local Aboriginal Land Councils.
- Demonstrated experience managing governance within a small to medium organisation and the interpretation of legislation as it relates to ensuring governance and compliance.
- Strong leadership skills with ability to inspire and motivate a team.
- High-level communication, interpersonal and public relations skills with the ability to build strong relationships both internally and externally.
- Excellent skills and experience in negotiating with various stakeholders.
- Change management skills and the ability to cultivate a strong, functional workplace culture to drive high performance, continuous improvement and accountability
- Strong decision making, organisation and time management ability.
- Valid C Class Driver's licence and flexibility to travel as needed.
- Aboriginality is an essential requirement of this position under Section 14(d) of the *Anti-Discrimination Act 1977* (NSW).



Desirable

- Experience working in the Not-For-Profit sector.
- Strong understanding of the *Aboriginal Land Rights Act 1983* (NSW).

SIGN OFF

I understand the Position Description as set out above and agree to fulfill the tasks and responsibilities to the best of my ability for Awabakal Local Aboriginal Land Council.

Print Name			
Signature		Date	
Manager Name			
Manager Signature		Date	